Guide to the Stanford University, Provost's Office, Records SC0150

Daniel Hartwig
Department of Special Collections and University Archives
July 2018
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Guide to the Stanford University, Provost's Office, records

Language of Material: English
Contributing Institution: Department of Special Collections and University Archives
Title: Stanford University, Provost's Office, records
creator: Stanford University. Vice Provost for Management and Budget
creator: Stanford University. Vice Provost for Budget Planning
Identifier/Call Number: SC0150
Physical Description: 81.5 Linear Feet
Date (inclusive): 1963-2012
Abstract: Records of Vice Provost Raymond F. Bacchetti consist of correspondence, memoranda, minutes of meetings relating to the Budget Adjustment Program (BAP), 1970-1975; records for the academic year 1972-1973, including correspondence, memoranda, salary charts and graphs of income and expenditures; correspondence and memoranda relating to Black and Chicano students at Stanford, 1970-1971.
Immediate Source of Acquisition note
Information about Access
Restricted 20 years from tenure of provost.
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Cite As
Stanford University, Provost's Office, Records (SC0150). Department of Special Collections and University Archives, Stanford University Libraries, Stanford, Calif.
Description of the Collection
Records of Vice Provost Raymond F. Bacchetti consist of correspondence, memoranda, minutes of meetings relating to the Budget Adjustment Program (BAP), 1970-1975; records for the academic year 1972-1973, including correspondence, memoranda, salary charts and graphs of income and expenditures; correspondence and memoranda relating to Black and Chicano students at Stanford, 1970-1971.
This collection is divided into three series: the records of the Budget Adjustment Program (BAP), 1970-1975, which make up the largest part of this collection; the budget for the academic year 1972-1973; and Minority Affairs.
SERIES ONE: The Budget Adjustment Program was designed in 1969 in response to the patterns of university expenditures and income, which were rapidly draining the university's financial reserves. The original BAP goal was to reduce the university's operating budget vaye by $2,500,000 over a four-year period from 1970 to 1974. But at the end of 1970, it was realized that this goal was based upon an overly optimistic economic viewpoint, and BAP was revised to save $6,000,000 over a five year period from 1970 to 1975.
BAP was divided into five phases, each one academic year long, and identified by a Roman numeral. Thus BAP I covered the year 1970-1971, BAP II, 1971-1972, etc. Within each of these phases, a specific university wide reduction goal was to be met. This sum was then broken down, and each school and department was assigned its own budget reduction goal, to be achieved by internal reorganization of priorities for greater operational economy. This collection, composed of memoranda, correspondence, and agenda and minutes of meetings, reflects the financial conditions in which many colleges and universities found themselves in the late 1960's, and the solutions proposed by one such institution.
SERIES TWO: The second series consists of the background materials used in the preparations of the university budget for the year 1972-1973. It contains interdepartmental memoranda, correspondence, salary charts, and graphs of income and expenditures relevant to budget planning in every phase of Stanford University's operations.
SERIES THREE: The third series, Minority Affairs, deals with the concerns of Black and Chicano students at Stanford in 1970-1971. Included are memoranda on budgeting for funding of Black and Chicano Studies programs, hiring of minority
faculty members, minority admissions, correspondence from the Black Student Union (BSU), and Mecha, the Chicano students' organization, and newspaper clippings collected by Mr. Bacchetti on topics concerning minority students.

**Arrangement note**


**Subjects and Indexing Terms**

Universities and colleges -- Administration.
Stanford University -- Administration.
College administrators.
Stanford University. Budget Adjustment Program
Stanford University. Vice Provost for Management and Budget
Bacchetti, Raymond F.
Stanford University. Vice Provost for Budget Planning
Stanford University. Vice Provost for Management and Budget
Stanford University. Vice Provost for Budget Planning

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**Budget Adjustment Program (BAP) Series 1 1970-1975**

**Scope and Contents note**

The Budget Adjustment Program was designed in 1969 in response to the patterns of university expenditures and income, which were rapidly draining the university's financial reserves. The original BAP goal was to reduce the university's operating budget by $2,500,000 over a four-year period from 1970 to 1974. But at the end of 1970, it was realized that this goal was based upon an overly optimistic economic viewpoint, and BAP was revised to save $6,000,000 over a five year period from 1970 to 1975.

BAP was divided into five phases, each one academic year long, and identified by a Roman numeral. BAP I covered the year 1970-1971, BAP II, 1971-1972, etc. Within each of these phases, a specific university-wide reduction goal was to be met. This sum was then broken down, and each school and department was assigned its own budget reduction goal, to be achieved by internal reorganization priorities for greater operational economy. This collection, composed of memoranda, correspondence, and agenda and minutes of meetings, reflects the financial conditions in which many colleges and universities found themselves in the late 1960's, and the solutions proposed by one such institution.

**Arrangement note**

Records are arranged alphabetically by school or department, and within each school, chronologically.

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**BAP I 1970-1971**

**General overview**

Scope and Contents note

Materials dealing with BAP's universitywide functions and goals. Also in this folder: Financial breakdown by schools - Business, Earth Sciences, Engineering Humanities and Sciences.

**box 1, folder 2**

Schools: (con’t) Law, Medicine. Miscellaneous programs - Hoover Institution, student services.

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**BAP II 1971-1972**
**BAP II 1971-1972**

- box 1, folder 3: General overview
- box 1, folder 4: General overview
- box 1, folder 5: Financial breakdown by schools: Earth Sciences
- box 1, folder 6: Financial breakdown by schools: Engineering, Education, Graduate School of Business, Medicine, Law
- box 1, folder 7: Financial breakdown by schools: Humanities and Sciences
- box 2, folder 1: Humanities and Sciences, (con't)

**BAP III 1972-1973**

- box 2, folder 2: General overview
  - Scope and Contents note
  - Agenda and minutes of meetings.
- box 2, folder 3: Final report, with correspondence generated by its publication
- box 2, folder 4: Administration: Business and Finance (vice president for), General Secretary's Office, President's/Provost's Office, Graduate Studies, Undergraduate Studies
- box 2, folder 5: Cost analyses of xerox photocopying and its alternatives, and of long-distance telephone charges
- box 2, folder 6: Admissions, Athletics, Business Affairs, buildings and grounds
- box 3, folder 1: Health Physics, Housing, Planning, Purchasing
- box 3, folder 2: Health Physics continued (specifically radiological protection) insurance, safety and health
- box 3, folder 3: Committee on International Studies, Chapel, Dean of Students
- box 3, folder 4: Health Service, Financial Aids
- box 3, folder 5: Food Research Institute, General Secretary's Office, Graduate Studies, Hoover Institution
- box 3, folder 6: University libraries, overseas campuses, personnel
- box 4, folder 1: President's Office, Registrar, Vice President for Research, summer session
- box 4, folder 2: Undergraduate Studies, university relations
- box 4, folder 3: Memos and charts on: Cost sharing, fund designation, investments, internal debt
- box 4, folder 4: Tuition
- box 4, folder 5: Travel, phones, xerox. Staff benefits
- box 4, folder 6: Miscellaneous
- box 4, folder 7: Financial breakdown by schools: Business, Earth Sciences, Education, Engineering, Humanities and Sciences, Law, Medicine
- box 5, folder 1: Schedule and planning
  - Scope and Contents note
  - Committee meeting agenda and minutes.
- box 5, folder 2: Agenda and minutes (con't)
- box 5, folder 3: Agenda and minutes (con't)

**BAP IV 1973-1974**

- box 5, folder 5: By Schools: Earth Sciences, Education, Engineering, Graduate School of Business, Humanities and Sciences, Law, Medicine. Alternatives. Admissions, Center for Research on International Studies, Chapel
- box 5, folder 6: Food Research Institute, Hoover Institution, Overseas Campuses Physical Education, Registrar, Student Health service, summer session, Tresidder Union, University libraries. Business and Finance, cost sharing, General Secretary's Office, Graduate studies, President's Office, Undergraduate studies, University relations, Xerox
BAP V 1974-1975

box 5, folder 7
Final recommendation. Agenda. Financial breakdown by schools; Business, Earth Sciences, Education, Engineering

box 5, folder 8
Schools continued: Humanities and Sciences, Law, Medicine. Cost sharing, Food Research Institute, Dean of Student Affairs, Graduate admissions, Registrar, President's Office, Business and Finance, University relations, Reallocation reserves

Budget Series 2 1972-1973
Scope and Contents note
The second series consists of the background materials used in the preparations of the university budget for the year 1972-1973. It contains interdepartmental memoranda, correspondence, salary charts, and graphs of income and expenditures relevant to budget planning in every phase of Stanford University's operations.

box 6, folder 1
Budget 1971-1972 revisions

box 6, folder 2
Schedule - Budget Advisory Group agenda and minutes

box 6, folder 3

box 6, folder 4
Admissions, Business and Finance, Chapel, Dean of Students, Financial Aid (graduate)

box 6, folder 5
Financial Aid (undergraduate), Food Research Institute, Graduate Studies

box 6, folder 6
Hoover Institutions, Library, overseas campuses

box 6, folder 7
Physical Education, President's Office, Registrar, research

box 7, folder 1
SLAC, summer session, undergraduate studies

box 7, folder 2
Schools: Earth Sciences, Education, Engineering

box 7, folder 3
Graduate School of Business

box 7, folder 4
Humanities and Sciences

box 7, folder 5
Law, Medicine

Minority affairs Series 3 1970-1971
Scope and Contents note
The third series, Minority Affairs, deals with the concerns of Black and Chicano students at Stanford in 1970-1971. Included are memoranda on budgeting for funding of black and Chicano Studies programs, hiring of minority faculty members, minority admissions, correspondence from the Black Student Union (BSU), and Mecha, the Chicano students' organization, and newspaper clippings collected by Mr. Bacchetti on topics concerning minority students.

box 8, folder 1
Minority Affairs: Black
Scope and Contents note
Interdepartmental memoranda and correspondence on budgeting for Black Studies Program. Correspondence from the Black Students' Union, including list of demands, and the administration's response.

box 8, folder 2
Minority Affairs: Black. (con't)
Scope and Contents note
Discussions of funding for the hiring of Black faculty members.

box 8, folder 3
Minority Affairs: Black. (con't)

box 8, folder 4
Minority Affairs: Chicano
Scope and Contents note
Memoranda and correspondence on Chicano Studies Programs. Correspondence from Mecha.

box 8, folder 5
Minority Affairs: Chicano
Scope and Contents note
Dealing with admissions and hiring.
box 8, folder 6  Minority Affairs: Chicano. (con't)
Office of Management and Budget Series 4

box 9, folder 1  Management development program 1979
box 9, folder 2  Budget process 1976-1977
box 9, folder 3  Budget process 1978-1979
box 9, folder 4  Budget process 1980-1981
box 10, folder 1  Department of French and Italian, report 1972 Jun 15
box 10, folder 2  Daily file, APO staff 1978
box 10, folder 3  Daily file, W. Price 1978
box 10, folder 4  Daily file misc. 1978
box 10, folder 5  Daily file R.F. Bacchetti 1978
box 10, folder 6  BIT AD HOC Committee Meeting 1978 Feb
box 10, folder 7  Long range forecast 1978
box 10, folder 8  Statistical study of the curriculum 1975-1976
box 10, folder 9  Statistical study of the curriculum 1976-1977
box 10, folder 10  Reports on undergraduate education 1976-1977
box 10, folder 11  Financial reports: Brown University, USC, MIT, University of Chicago 1979 Jun

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Academic Council 1974-1975

box 11, folder 1  Committee on Committees 1975
box 11, folder 2  Committee on Professoriate 1974

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Academic programs 1972-1975

box 11, folder 3  Childhood and society 1973
box 11, folder 4  Courses and degrees 1973
box 11, folder 5  Grading policy 1975
box 11, folder 6  ROTC 1972
box 11, folder 7  Social Philosophy 1974
box 11, folder 8  Special PhD program 1975

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Accreditation 1975

box 11, folder 9  Northwestern accrediting 1975

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Administration 1974-1976

box 11, folder 10  Annual Report to the President 1974
box 11, folder 11  Vice President - Business and Finance 1976

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Admissions 1974-1975

box 11, folder 12  Enrollment 1975
box 11, folder 13  Transfers 1974

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Departments, and Schools 1972

box 11, folder 14  Title IX (regulation implementing) 1972

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Research 1966-1979

box 11, folder 15  Sponsored projects statistical trends report 1978
box 11, folder 16  Sponsored projects statistical trends report 1979
box 11, folder 17  Interim report on sponsored research projects and instruction, expenditures 1966-1967
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box 11, folder 20  Interim report on sponsored research projects and instruction, expenditures 1968-1969
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box 11, folder 23  Interim report on sponsored research projects and instruction, expenditures 1969 May-1970
box 11, folder 24  Interim report on sponsored research projects and instruction, expenditures 1969 Nov-1970
box 11, folder 25  Interim report on sponsored research projects and instruction, expenditures 1971 Feb-1972
box 11, folder 26  Interim report on sponsored research projects and instruction, expenditures 1973 Feb-1974
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box 11, folder 33  90-918 701 Welch Road 1971-1976
box 11, folder 34  90-931 851 Welch Road 1970-1973
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box 16, folder 3  Faculty salaries 1975-1976
box 16, folder 4  Budget protocols 1973-1974
box 16, folder 5  Student tuition, family income, faculty salaries, budgeting 1974-1975
box 16, folder 6  Restricted funds Undated
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### Office of Management and Budget Series 4

**Budget Worksheets 1979-1980**

**Guide to the Stanford University, Provost's Office, Records SC0150**

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- **APC - Stanford Overseas Studies Program 1980**
- **Miscellaneous university budget proposals, Yale, Brown, Columbia w/Stanford Financial Aid 1977-1978**
- **Budget Advisory Committee meetings 1978-1979**
- **Long range financial forecast 1975-1976**
- **Indirect cost recovery 1976**
- **Appointment, reappointment and promotion process - schedule of meetings Undated**

**University Budget Priorities Advisory Commission Undated**

Scope and Contents note

Most folders are undated, exceptions are noted in the folder listing.

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- **Facilities files 1960-1981**

**Guide to the Stanford University, Provost's Office, Records SC0150**

SC0150 10
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Medical Center Facilities Coordination Cmte. Undated
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Stadium Undated
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Time schedule maps Undated
University bulletins Undated
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UCLBD - University Committee on Land and Building Development 1960-1973
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07-300 Medical Center Clinical Pharmacology expansion 1974-1976
07-400 Falconer Library Biological Sciences 1968-1975
07-400/410 Herrin Labs & Hall 1978-1980
07-400/410 Herrin Labs & Hall 1967-1977
07-940T Drug Interactin temp. bldg. (SUMC ) 1974
07-970T Koko's House 1973-1975
08 Encina Pools 1973-1976
08-10 Encina Gym 1977-1983
08-10 Encina Gym 1973-1976
08-100 Athletics & PE 1975
08-300 Memorial Hall 1974-1978
08-320 Tanner Fountain Undated
08-350 GSB 1961-1971
08-350 GSB Library expansion (Jackson Library) 1977-1979
08-350 GSB 1972-1977
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08-500 Galvez House (200 Galvez) 1973-1976
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box 30, folder 17  14-120 Cypress Hall Undated
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box 30, folder 19  14-160 Jordan Quad Undated
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box 30, folder 22  14-200 George Forsythe Hall 1977 Jan-Jul
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box 30, folder 32  90-100 Hopkins Marine Station master plan 1977
box 30, folder 33  90-100 Hopkins Marine Station Hovden Cannery Undated
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Scope and Contents note

box 31  A Functional Description, Stanford Student Data Base System 1976
box 31  Budget Adjustment Program (BAP II) - Final recommendations of income
adjustments and budget reductions in the 1971-1972 Operating Budget Undated
box 32  Stanford University Medical Center, Long Range Plan, Academic and Clinical
Service 1973 Oct
box 32  Stanford University Medical Center, Long Range Plan, facilities 1973 Oct
box 32  Stanford University Medical Center, Long Range Plan, financial 1974 Jun
box 32  The University and the Medical School; A View of the Relationship at Stanford.
William H. Northway, Jr., M.D. Undated
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box 41, folder 3  01-01 Administration 1979-
box 41, folder 4  01-01 Humanities and Sciences 1979
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box 41, folder 16  01-120 III Sociology-Recon. 1979-
box 41, folder 17  01-160 Political Science 1979-
box 41, folder 18  01-200 History Corner 1979-
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Scope and Contents note

The majority of files are undated. Exceptions are noted in the file listing.

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Accreditation Records Accession ARCH-2011-339 2000-2010

WASC accreditation reports Accession ARCH-2013-033 2008-2012
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box 1 Appendices for the Institutional Proposal for Reaccreditation by the Western Association of Schools and Colleges 39583
box 1 Capacity and Preparatory Review Report for the Reaffirmation of Accreditation by the Western Association of Schools and Colleges 2010 Dec
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box 1 Appendices 20-30 for Educational Effectiveness Review Report for the Reaffirmation of Accreditation by the Western Association of Schools and Colleges 2012 Oct

Budget Group and talks and presentations Accession ARCH-2018-217 1994-2012

Conditions Governing Access
Budget Group records are restricted 20 years from end of tenure of provost.

Budget Group 1994-2004

Conditions Governing Access
Restricted 20 years from end of tenure of provost.

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