Descriptive Summary
Languages: English
Contributing Institution: Special Collections & Archives, UC San Diego
9500 Gilman Drive
La Jolla 92093-0175
Title: Scripps Institution of Oceanography. Staff Council records
Identifier/Call Number: SAC 0022
Physical Description: 3.6 Linear feet (8 archives boxes and 1 card file box)
Date (inclusive): 1907-2002, bulk 1957-2002
Abstract: The records of the SIO Staff Council document the Council's organization, membership, and the areas of oversight.

Scope and Contents
The records of the SIO Staff Council document the organization, membership, and areas of oversight of the Council. The records include bylaws, meeting materials, and the files of two of the Council's administrative committees, the Library Committee and the Marine Operations Committee.

In 1959 and 1960, the SIO Staff Council and the Academic Senate met jointly. Therefore, the meeting minutes for those years document the actions of both the SIO Staff Council and the Academic Senate. This practice ended on May 19, 1961 when both groups acknowledged that the faculty of the campus reported to the Chancellor, while the SIO Staff Council reported to the Director of SIO.

In November 1995, SIO Staff Council began making its minutes, committee records, and other documents available to the SIO community by posting them to the organization's website.

Arranged in two series: 1) MEETINGS, and 2) ADMINISTRATIVE COMMITTEES.

Administrative History
Since the founding of Scripps Institution of Oceanography in 1903, staff meetings have been held regularly in one format or another. Founding Director William E. Ritter preferred formal, weekly meetings that included faculty, staff, and visitors. During the 1920s, several administrative committees were formed by the Director, and representatives of these committees participated in the formal weekly meetings. In 1936, Director Harald Sverdrup began organizing informal, weekly staff luncheons, and this practice continued until 1960. By 1957, however, Director Roger Revelle felt the need for a more formal organization.

Revelle suggested that an Administrative Council be established that would advise the Director and would perform duties delegated to it by the Director. Professors Carl H. Eckart, Walter M. Elsasser, and Claude E. ZoBell were appointed to a committee charged with outlining the responsibilities and procedures of the Staff Council. Their draft bylaws of February 26, 1958 were adopted by the SIO Staff Council January 12, 1960. The bylaws state that the SIO Staff Council is an organization of certain SIO faculty and staff, that it functions as a forum for its members, and that it advises and aids the SIO administration.

On May 11, 1960, a joint meeting of the Faculty and Staff Council of the University of California, La Jolla (as it was then known) convened. The Committee on Committees proposed a roster of committees for the campus. Some of these committees were concerned with campus-wide issues such as budget and educational policy, and these eventually became committees of the Academic Senate. Others, referred to as Administrative Committees, were concerned with SIO business and became committees of the SIO Staff Council. Some of these committees, such as the Library Committee, were longstanding SIO committees that were subsumed under the SIO Staff Council.

Preferred Citation
UC San Diego. Scripps Institution of Oceanography. Staff Council records. SAC 22. Special Collections & Archives, UC San Diego Library.

Acquisition Information
Acquired 1981-1991

OFF-SITE STORAGE
COLLECTION STORED OFF-SITE. ALLOW ONE WEEK FOR RETRIEVAL OF MATERIALS.

Publication Rights
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Related Materials
MEETINGS
Scope and Contents
Series 1) MEETINGS: The meeting materials include agendas and minutes, bylaws, and reports from the many administrative committees. Traditionally, the Director of SIO gives a speech after the adjournment of SIO Staff Council meetings. This speech includes announcements of deaths, honors, and the state of the Institution. Several of these speeches, and occasionally entire meetings, from 1986-2011 were recorded on audiocassette. Additionally, the transcript of these speeches are often included in the meeting materials.
Arranged chronologically.

Box 1, Folder 1 Meetings 1958-1964
General note
Bound volume.

Box 1, Folder 2-6 Meetings 1934-1972
Box 2, Folder 1-7 Meetings 1973-1984
Box 3, Folder 1-6 Meetings 1985-1993
Box 4, Folder 1-7 Meetings 1994-1999
Box 5, Folder 1-3 Meetings 2000-2002
Box 9, Folder 1-14 Recordings of meetings - Audiocassettes 1986-2001

ADMINISTRATIVE COMMITTEES
Scope and Contents
Series 2) ADMINISTRATIVE COMMITTEES: The Administrative Committees files document the work of three SIO Staff Council administrative committees. The Library Committee files include correspondence, meeting minutes, and budgets, including SIO Library budgetary material dating back to 1907. The Marine Operations Committee files include information on ship safety, maintenance, and use, as well as correspondence and meeting minutes. The Committee on the Long Range Development Plan for the Lower Campus files include correspondence, meeting minutes, and information on SIO capital improvement projects.

Library Committee
Box 5, Folder 4 Correspondence 1907, 1936-1970
Box 5, Folder 5 Collecting and use policies circa 1907
Box 5, Folder 6-10 Meetings 1932-1970
Box 5, Folder 11 Organization and functions handbook 1958
Box 5, Folder 12 Reports 1936-1952, 1970-1977

Marine Operations Committee
Box 6, Folder 1 Chief Scientist’s Manual 1977 August 1
Box 6, Folder 2-7 Correspondence 1961-1980
Box 6, Folder 8-9 Meetings 1961-1976
Box 7, Folder 1-2 Meetings 1977-1980
Box 7, Folder 3 Policy for chartering non-SIO vessels 1979
Box 7, Folder 4 Proposal for an intermediate size research vessel 1970-1973
General note
Includes specifications and proposal to the National Science Foundation.
Proposal for ship operations support 1976 June 29
General
Proposal to the National Science Foundation.

Reports

Box 7, Folder 6
Report on the future operations of SIO's oceanographic research vessels 1961 February 14

Box 7, Folder 7
Report of the Chairman to SIO Staff Council 1976 May 1

Box 7, Folder 8

Box 7, Folder 9
Report of the Ad Hoc Committee to review the Marine Facilities Shop 1977 January 4

Box 7, Folder 10
Status report on upgrading of echosounding systems on SIO vessels 1977 June 27

Box 7, Folder 11
Recommendations and findings of the Subcommittee on Snake Canyon / Marine Facility staging area - Preliminary report 1978 February 28

Box 7, Folder 12
Recommendations to utilize more effectively and to preserve the national resource that is the UNOLS academic fleet 1979 February 13

Box 7, Folder 13
Report on satellite communications 1979 March 27

Box 7, Folder 14
Brown, Daniel M. Report on scientific winches, wires, and sheaves 1980 August 12

Box 7, Folder 15
Safety Subcommittee 1977

Box 7, Folder 16-17
Ship Improvements Subcommittee 1971-1972

Box 8, Folder 1-2
Ship Improvements Subcommittee 1973-1979

Box 8, Folder 3
Ship Maintenance Subcommittee 1978-1980

Box 8, Folder 4
Ship use 1967-1979

Committee on the Long Range Development Plan for the Lower Campus

Box 8, Folder 5
SIO Site Development Plan 1962

Box 8, Folder 6
Committee formation 1965 November-December

Box 8, Folder 7
Meetings 1965-1967

Box 8, Folder 8
Correspondence 1966-1967

Box 8, Folder 9
Capital Improvement Program - SIO projects 1965-1966