

## Collection Summary

**ID Number:** UA 048

**Title:** Administrative and Staff Organizations Collection

**Extent:** 8 Boxes

**Span Dates:** 1970's - 2010's

**Language:** English

**Geographic Location:** Indiana

**Abstract:** This collection consists of agenda, minutes, budges, and other items from the Administrative and Support Staff organizations at the University of Southern Indiana in Evansville, Indiana from 1971 to 2019.

### **Historical Notes:**

- The purpose of the Administrative Senate of the University of Southern Indiana shall be to serve as a formal communications link with the President to effectively present administrative staff views, positions, and interests; to serve as a consultative body for the President on matters of policy affecting the operation of the campus; and, to serve as a formal means of communication among administrators of the University of Southern Indiana. [Administrative Senate](#)
- The Administrative Assistants and Associates started in 1969 by twelve secretaries, forming "Secretaries of ISUE". They held various fundraisers such as card parties, candy sales, basket raffles, craft sales, participation in the Ohio Arts Festival, and apple butter sales to raise money for scholarships. In March 2005, the organization changed their name to Administrative Assistants and Associates. They are the oldest, active organization on campus to date. [Administrative Assistants and Associates](#)
- Staff Council is an elected group of employees who represent the support staff at USI. Its purpose is to support the University and assist in making the managerial process more effective by encouraging the enhancement of the work environment and work life of employees, fostering staff involvement in University matters, and upholding and strengthening the mission of the University of Southern Indiana. [Staff Council](#)

## Selected Search Terms

**Keywords:** University Committees; University History; University Organizations; University Records

**Related Materials:** University Governance; University Organizations; University Materials -- 2001-2010; University Materials -- 2011-2020

## Administrative Information

**Copyright Status:** Digital Image Copyright ©2021 University of Southern Indiana Library. All Rights Reserved. Personnel, student records, and other personal information in the records are restricted. All other material is open to the public without restrictions. Copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material. <http://rightsstatements.org/vocab/InC-NC/1.0/>

**Access:** Personnel and students' records and other personal information in these records are restricted. All other material is open to the public without restrictions. Copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

<b>Contents</b>	<b>Date</b>	<b>Container</b>	<b>Location</b>
Agendas	2010-2014	Box 1, Folder 1	RL 3027
Minutes	2010-2013	Box 1, Folder 2	RL 3027
Minutes	2014	Box 1, Folder 3	RL 3027
Annual Budget	2011-2014	Box 1, Folder 4	RL 3027
Senate Members	2010-2014	Box 1, Folder 5	RL 3027
Committees	2010-2014	Box 1, Folder 6	RL 3027
Items for Consideration	2010-2014	Box 1, Folder 7	RL 3027
Constitution and By-Laws Committee	2010-2014	Box 1, Folder 8	RL 3027
Event and Outreach Committee	2010-2014	Box 1, Folder 9	RL 3027
Employee Relations and Benefits	2010-2014	Box 1, Folder 10	RL 3027
Professional Development Committee	2010-2014	Box 1, Folder 11	RL 3027
Administrative Affairs Committee	2010-2014	Box 1, Folder 12	RL 3027
Nominations and Election Committee	2010-2014	Box 1, Folder 13	RL 3027
Milestones of Service Reception Brochures	2012-2019	Box 1, Folder 14	RL 3027
Administrative Staff Council (Proposed)	1973-1974	Box 1, Folder 15	RL 3027
Administrative Staff Council (Proposed)	1973-1974	Box 1, Folder 16	RL 3027
Correspondences and Memos	1989-2015	Box 1, Folder 17	RL 3027
Staff Council Calendars, Member Lists, and Proposals	2008-2015	Box 1, Folder 18	RL 3027
Special Events/Sodexo Contracts; Archie's Food Drive	2010-2013	Box 1, Folder 19	RL 3027
Procedures; Advisory Councils; Retirement Benefits Presentation	1995	Box 1, Folder 20	RL 3027
Support Staff Performance Recognition Award Nomination Form	2014	Box 1, Folder 21	RL 3027
Strategic Plan Initiatives	2011	Box 1, Folder 21	RL 3027
Employee Recognition Luncheon Programs	2017	Box 1, Folder 21	RL 3027
Support Staff Employee Recognition Luncheon	1994-2019	Box 1, Folder 21	RL 3027
Original Bylaws USI/ISUE Staff Council	1974-1975	Box 1, Folder 22	RL 3027
Economic Benefits Committee	1992-2006	Box 1, Folder 23	RL 3027
Clerical and Support Staff Meeting	1997	Box 1, Folder 24	RL 3027
Staff Council Retreat, Minutes, and Agendas	1992-2010	Box 1, Folder 25	RL 3027
Scrapbook	1990	Box 2, Folder 1	RL 3027
Scrapbook	1986-1987	Box 2, Folder 2	RL 3027
Scrapbook	1993-1994	Box 2, Folder 3	RL 3027
Scrapbook	1985-1986	Box 2, Folder 4	RL 3027
Scrapbook	1991-1992	Box 2, Folder 5	RL 3027
Scrapbook	1989-1990	Box 2, Folder 6	RL 3027
Handbook Letters Sent to All New Clerical Employees, Membership	1972-1973	Box 2, Folder 7	RL 3027
Secretaries of ISUE Loose Pages	1974-1977	Box 2, Folder 8	RL 3027
Secretaries Club of ISUE Loose Pages	1979	Box 2, Folder 9	RL 3027
Bosses Luncheon Booklets	1980-2009	Box 3, Folder 1	RL 1015
Annual Reports	1971-1985	Box 3, Folder 2	RL 1015
Constitution, By-Laws, and Amendments	1972-1973	Box 3, Folder 3	RL 1015
Treasurer's Report	1972-1973	Box 3, Folder 4	RL 1015

<b>Contents</b>	<b>Date</b>	<b>Container</b>	<b>Location</b>
Treasurer's Report	1973-1975	Box 3, Folder 5	RL 1015
Treasurer's Report	1976-1984	Box 3, Folder 6	RL 1015
Treasurer's Report	1983-1985	Box 3, Folder 7	RL 1015
Treasurer's Material	1988-1989	Box 3, Folder 8	RL 1015
Membership Dues and Forms	1970-1988	Box 3, Folder 9	RL 1015
Vouchers and Transaction Reports	1981-1988	Box 3, Folder 10	RL 1015
Vouchers and Transaction Reports	1986-1987	Box 3, Folder 11	RL 1015
Vouchers for Bosses' Luncheon	1974-1988	Box 3, Folder 12	RL 1015
Vouchers for Monthly Meetings and Parties	1974-1988	Box 3, Folder 13	RL 1015
Money Making Projects	1971-1988	Box 3, Folder 14	RL 1015
Flowers and Gift Vouchers	n.d.	Box 3, Folder 15	RL 1015
Scholarship Fund	1974-1988	Box 3, Folder 16	RL 1015
Treasurer's Transactions	1985-1987	Box 3, Folder 17	RL 1015
Memos	1973-1997	Box 3, Folder 18	RL 1015
Newspaper Clippings	n.d.	Box 3, Folder 19	RL 1015
Secretaries Club Stationary Paper	1972-1973	Box 3, Folder 20	RL 1015
Event Booklets and Handouts	1973-1979	Box 3, Folder 21	RL 1015
Invitations	1976-1978	Box 3, Folder 22	RL 1015
Minutes and Agendas	2009-2010	Box 3, Folder 23	RL 1015
Minutes and Agendas	1990-2000	Box 3, Folder 24	RL 1015
Cookbook Recipes	1992	Box 3, Folder 25	RL 1015
Installation Ceremony	1983-1997	Box 3, Folder 26	RL 1015
Members	1975-1998	Box 3, Folder 27	RL 1015
Minutes and Agendas	2000-2009	Box 3, Folder 28	RL 1015
Secretaries Club Conference Reel-to-Reel	1978	Box 3, Folder 29	RL 1015
ISUE NCAS Scrapbook	1982-1984	Box 4, Folder 1	RL 1015
Photographs [ ]: Secretaries' Club Photos	1982-1983	Box 5, Folder 1	RL 1015
By-Laws Committee	1996-1999	Box 5, Folder 2	RL 1015
Events and Forms	1977-1981	Box 5, Folder 3	RL 1015
Events and Forms	1973-1976	Box 5, Folder 4	RL 1015
Events and Forms	1970-1974	Box 5, Folder 5	RL 1015
Events and Forms	1970-1972	Box 5, Folder 6	RL 1015
Events	1973-1979	Box 5, Folder 7	RL 1015
Apple Butter Project	1979-1983	Box 5, Folder 8	RL 1015
National Secretary's Association	1972-1979	Box 5, Folder 9	RL 1015
Treasurer's Reports	1973-1977	Box 5, Folder 10	RL 1015
Correspondences	1990-1993	Box 5, Folder 11	RL 1015
Historian's Report	1990-1991	Box 5, Folder 12	RL 1015
Monthly Newsletters and Minutes	1990-1992	Box 5, Folder 13	RL 1015
Agendas	1981-1995	Box 5, Folder 14	RL 1015
Candy Sales Receipts	1990	Box 5, Folder 15	RL 1015

<b>Contents</b>	<b>Date</b>	<b>Container</b>	<b>Location</b>
Study Committee for Fund Raising	1987-1990	Box 5, Folder 16	RL 1015
Apple Butter Fundraiser	1982-1988	Box 5, Folder 17	RL 1015
Scholarship Information	1987-1990	Box 5, Folder 18	RL 1015
Student Scholarship Information	1987-1995	Box 5, Folder 19	RL 1015
Correspondences, Events, and Membership List	1975-1990	Box 5, Folder 20	RL 1015
Office Staff Council	1974-1976	Box 5, Folder 21	RL 1015
Monthly Newsletters and Minutes	1991-2006	Box 5, Folder 22	RL 1015
Cookbook	1992	Box 5, Folder 23	RL 1015
Annual Reports	1985-2003	Box 5, Folder 24	RL 1015
Correspondences and Memos	1983-1999	Box 5, Folder 25	RL 1015
Programs	1989-1996	Box 5, Folder 26	RL 1015
Scholarship Applications	1984-2006	Box 5, Folder 27	RL 1015
Voting	1987-1988	Box 5, Folder 28	RL 1015
Secretaries' Club Events	1973-1984	Box 5, Folder 29	RL 1015
Handwritten Minutes	1981-1983	Box 5, Folder 30	RL 1015
Correspondences	1984-1986	Box 5, Folder 31	RL 1015
President's Binder	1972-1973	Box 5, Folder 32	RL 1015
Club Handbook	1969	Box 5, Folder 33	RL 1015
Card Party Publicity	1973	Box 5, Folder 34	RL 1015
Correspondences	1986-1988	Box 5, Folder 35	RL 1015
Binder of Invoices Cookbooks	1985	Box 6, Folder 1	RL 1015
Minutes	1970-1983	Box 6, Folder 2	RL 1015
Conference Reel-to-Reel	1978	Box 6, Folder 3	RL 1015
Scrapbook Bosses Luncheon	1981	Box 6, Folder 4	RL 1015
Scrapbook	1979-1980	Box 6, Folder 5	RL 1015
President's Handbook	1973-1974	Box 6, Folder 6	RL 1015
Secretaries' Club Binder	1989-1990	Box 6, Folder 7	RL 1015
Photographs [ ]: Miscellaneous Photos	1985	Box 6, Folder 8	RL 1015
Mary Lue Russler Speech (History of USI and Club)	2009	Box 6, Folder 9	RL 1015
Brochures	n.d.	Box 6, Folder 10	RL 1015
Secretaries Club Cookbook	1985	Box 6, Folder 11	RL 1015
Scrapbook	1984-1985	Box 7, Folder 1	RL 3027
Scrapbook	1975-1976	Box 7, Folder 2	RL 3027
Scrapbook	1981-1982	Box 7, Folder 3	RL 3027
Scrapbook	1982	Box 7, Folder 4	RL 3027
Scrapbook	1985	Box 7, Folder 5	RL 3027
Scrapbook	1976-1977	Box 7, Folder 6	RL 3027
Scrapbook	1981	Box 7, Folder 7	RL 3027
Scrapbook	1977-1978	Box 7, Folder 8	RL 3027
Scrapbook	1972-1973	Box 7, Folder 9	RL 3027
Scrapbook	1973-1974	Box 7, Folder 10	RL 3027

<b>Contents</b>	<b>Date</b>	<b>Container</b>	<b>Location</b>
Logos	2007	Box 8, Folder 1	RL 3027
SpringFest	2003-2004	Box 8, Folder 2	RL 3027
Ad Hoc Committee	1989-1991	Box 8, Folder 3	RL 3027
Annual Reports	1991-2011	Box 8, Folder 4	RL 3027
Newsletter	1992-2005	Box 8, Folder 5	RL 3027
Nominating Committee Annual Report	1996-2010	Box 8, Folder 6	RL 3027
Bylaws	1991-2015	Box 8, Folder 7	RL 3027
Parliamentary Procedures	n.d.	Box 8, Folder 8	RL 3027
Budget Presentations	1995-2008	Box 8, Folder 9	RL 3027
Employee Relations Committee Minutes	1995-2014	Box 8, Folder 10	RL 3027
Analysis/Recommendations for Clarke Lane and Associate Traffic Flow on USI Campus Derived from Traffic Flow Survey and Written Comments	2002	Box 8, Folder 11	RL 3027
Retreat Minutes	1995-2015	Box 8, Folder 12	RL 3027
Overview and History	1994-2005	Box 8, Folder 13	RL 3027
Staff Council Representatives	1990-2015	Box 8, Folder 14	RL 3027
Budget Presentations	2009-2011	Box 8, Folder 15	RL 3027
In Memoriam	2003-2010	Box 8, Folder 16	RL 3027
Clerical Support Staff Questionnaire	1994	Box 8, Folder 17	RL 3027
Employee Suggestion Box Research	1994-1996	Box 8, Folder 18	RL 3027
Economic Benefits Committee	1997-2007	Box 8, Folder 19	RL 3027
Ambassador Evaluations	2001-2007	Box 8, Folder 20	RL 3027
Employee Picnic	1994-2000	Box 8, Folder 21	RL 3027
Employee Picnic	2001-2003	Box 8, Folder 22	RL 3027
Employee Picnic	2004-2006	Box 8, Folder 23	RL 3027
Red Cross Emergency Preparedness Presentation	2010	Box 8, Folder 24	RL 3027
Correspondences	2005-2010	Box 8, Folder 25	RL 3027
Budget Hearing	1998	Box 8, Folder 26	RL 3027
Event Summary Report	2008	Box 8, Folder 27	RL 3027
Staff Council Round Table	2007	Box 8, Folder 28	RL 3027
Stationary	n.d.	Box 8, Folder 29	RL 3027
Smoke-Free Campus Survey Results	2002-2008	Box 8, Folder 30	RL 3027
Employee Fee Waiver Processes	2000	Box 8, Folder 31	RL 3027
Campus Incidents/Security	1996-2007	Box 8, Folder 32	RL 3027
University Handbook Revisions	2006	Box 8, Folder 33	RL 3027
Support Staff Suggestions	2008-2010	Box 8, Folder 34	RL 3027
Staff Council Minutes	1990-1992	Box 8, Folder 35	RL 3027
Staff Council Minutes	1993-1997	Box 8, Folder 36	RL 3027
Staff Council Minutes	1998-2002	Box 8, Folder 37	RL 3027
Staff Council Minutes	2003-2010	Box 8, Folder 38	RL 3027
Staff Council Minutes	2011-2015	Box 8, Folder 39	RL 3027
USI Giving Tree	2009-2012	Box 8, Folder 40	RL 3027

Contents	Date	Container	Location
UA 048-Documents-001: Staff Council Logos	2007	Documents	Digital
UA 048-Media-001: Secretaries and Associates Annual "Go for the Gold" Bosses Luncheon (Digital)	1990	Media	Digital
UA 048-Media-001: Staff Council Minutes (Digital)	n.d.	Media	Digital
UA 048-Media-002: Staff Council Minutes (Digital)	1991	Media	Digital
UA 048-Media-003: Staff Council Minutes (Digital)	1991	Media	Digital