

Collection Summary

ID Number: UA 015

Title: Finance and Administration Collection

Extent: 4 Boxes

Span Dates: 1960s – 2020s

Language: English

Geographic Location: Indiana

Abstract: This collection consists of reports, operating budgets, grants, and other items from the Finance and Administration Department at the University of Southern Indiana in Evansville, Indiana from 1969 to 2021.

Historical Notes:

- Business Affairs oversees, develops, and allocates resources for the Business Office, Computer Center and telecommunications, Internal Auditing, Safety and Security, Physical Plant, and Budgeting and Foundation Accounting. In November 2015, Business Affairs changed their name to Finance and Administration.
- Office of Public Safety duties include traffic control, security of physical assets, and safety of all employees, students, and guests of the campus. In addition, all security staff are trained in first aid and other emergency procedures.
- The Human Resources staff supports the University in attracting and retaining a quality faculty and staff and maintaining a positive work environment. Our areas of responsibility include employment and employee relations, benefits design and administration, compensation, and position evaluation and design, diversity and equal opportunity compliance, payroll, and policies and procedures, employee training and development, and employee records and other related functions. Human Resources houses Benefits, Payroll, and Title IX.

Selected Search Terms

Keywords: Academics; Campus; University Committees; University Correspondences; University History; University Records

Related Materials: University Governance; University Materials -- 1965-1970; University Materials -- 1971-1980; University Materials -- 1981-1990; University Materials -- 1991-2000; University Materials -- 2001-2010; University Materials -- 2011-2020; University Materials -- 2021-2030; University Materials -- n.d.

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.

Contents	Date	Container	Location
Capital Improvement Budget Request	2011-2013	Box 1, Folder 1	RL 1031
Operating Budget Request	2009-2011	Box 1, Folder 2	RL 1031
Capital Improvement Budget Request	2007-2009	Box 1, Folder 3	RL 1031
Capital Improvement Budget Request	2005-2007	Box 1, Folder 4	RL 1031
Capital Improvement Budget Request	2003-2005	Box 1, Folder 5	RL 1031
Capital Improvement Budget Request	2001-2003	Box 1, Folder 6	RL 1031
Capital Improvement Budget Request	1999-2001	Box 1, Folder 7	RL 1031
Capital Improvement Budget Request	1997-1999	Box 1, Folder 8	RL 1031
Capital Improvement Budget Request	1995-1997	Box 1, Folder 9	RL 1031
Capital Improvement Budget Request	1993-1995	Box 1, Folder 10	RL 1031
Capital Improvement Budget Request	1991-1993	Box 1, Folder 11	RL 1031
Operating Budget Request	2011-2013	Box 1, Folder 12	RL 1031
Operating Budget Request	2007-2009	Box 1, Folder 13	RL 1031
Operating Budget Request	2005-2007	Box 1, Folder 14	RL 1031
Operating Budget Request	2003-2005	Box 1, Folder 15	RL 1031
Operating Budget Request	2001-2003	Box 1, Folder 16	RL 1031
Operating Budget Request	1999-2001	Box 1, Folder 17	RL 1031
Operating Budget Request	1995-1997	Box 1, Folder 18	RL 1031
Operating Budget Request: State Budget Committee Hearing	1993-1995	Box 1, Folder 19	RL 1031
Operating Budget Request: Senate Finance Committee Hearing	1993-1995	Box 1, Folder 20	RL 1031
Operating Budget Request	1991-1993	Box 1, Folder 21	RL 1031
Operating Budget Request	1989-1991	Box 1, Folder 22	RL 1031
Current Operating Budget	1989-1990	Box 1, Folder 23	RL 1031
Current Operating Budget	1999-2000	Box 1, Folder 24	RL 1031
Current Operating Budget	1990-1991	Box 1, Folder 25	RL 1031
Current Operating Budget	1992-1993	Box 1, Folder 26	RL 1031
Current Operating Budget	1993-1994	Box 1, Folder 27	RL 1031
Current Operating Budget	1994-1995	Box 1, Folder 28	RL 1031
Current Operating Budget and Supplement	1991-1992	Box 2, Folder 1	RL 1031
Current Operating Budget	2000-2001	Box 2, Folder 2	RL 1031
Current Operating Budget	2001-2002	Box 2, Folder 3	RL 1031
Current Operating Budget	2002-2003	Box 2, Folder 4	RL 1031
Current Operating Budget	2003-2004	Box 2, Folder 5	RL 1031
Current Operating Budget	2004-2005	Box 2, Folder 6	RL 1031
Current Operating Budget	2005-2006	Box 2, Folder 7	RL 1031
Annual Operating Budget	2006-2007	Box 2, Folder 8	RL 1031
Current Operating Budget	2007-2008	Box 2, Folder 9	RL 1031
Annual Operating Budget	2016-2018	Box 2, Folder 10	RL 1031
Report to Indiana Commission for Higher Education: Academic Facilities Development	1972	Box 2, Folder 11	RL 1031

Contents	Date	Container	Location
Report to Indiana Commission for Higher Education: Program Development	1974	Box 2, Folder 12	RL 1031
10 Year Projection for Indiana Commission for Higher Education: Operating and Capital Needs	1972	Box 2, Folder 13	RL 1031
Financial Reports	1985-2008	Box 2, Folder 14	RL 1031
Newspaper Clippings	1991-1997	Box 2, Folder 15	RL 1031
Statistics	1995	Box 2, Folder 16	RL 1031
Memos	1972-1987	Box 2, Folder 17	RL 1031
Business Affairs Fact Sheet	1978-1982	Box 2, Folder 18	RL 1031
Title I Higher Education Act of 1965	1969-1976	Box 2, Folder 19	RL 1031
Title VI Computer Equipment of 1978	1969-1978	Box 2, Folder 20	RL 1031
Title IV Grant In-Service Training	1972-1973	Box 2, Folder 21	RL 1031
Title IV Human Relations Committee	1975-1977	Box 2, Folder 22	RL 1031
Title IV Civil Rights Act	1974	Box 2, Folder 23	RL 1031
Title III Academic Facilities	1968-1980	Box 2, Folder 24	RL 1031
Annual Operating Budget	2008-2009	Box 2, Folder 25	RL 1031
Annual Operating Budget	2009-2011	Box 2, Folder 26	RL 1031
Annual Operating Budget	2011-2015	Box 2, Folder 27	RL 1031
Administration and Employee Policies	1969-1973	Box 2, Folder 28	RL 1031
Financial Reports	2009-2014	Box 2, Folder 29	RL 1031
Purchasing Procedure	1972-1973	Box 2, Folder 30	RL 1031
Department Lists	n.d.	Box 2, Folder 31	RL 1031
Procedures Manual for the Administration of Grants, Contracts, and Other Sponsored Projects	1977	Box 2, Folder 32	RL 1031
Tentative Cost Fact Sheet	1972-1973	Box 2, Folder 33	RL 1031
Current Operating Budget	1995-1996	Box 3, Folder 1	RL 1031
Current Operating Budget	1996-1997	Box 3, Folder 2	RL 1031
Current Operating Budget	1997-1998	Box 3, Folder 3	RL 1031
Operating and Capital Improvement Budget Request	2013-2015	Box 3, Folder 4	RL 1031
Operating and Capital Improvement Budget Request	2015-2017	Box 3, Folder 5	RL 1031
Summary of Capital Improvement Operating Budget Request	2003-2005	Box 3, Folder 6	RL 1031
Current Operating Budget	1998-1999	Box 3, Folder 7	RL 1031
A History of Business Affairs at USI: The First 25 Years of Making the Right Decisions (1967-1992) by Jeff Hays	1992	Box 3, Folder 8	RL 1031
Financial Reports	2015	Box 3, Folder 9	RL 1031
First Purchasing Order of USI	1985-2014	Box 3, Folder 10	RL 1031
Annual Operating Budget	2015-2016	Box 3, Folder 11	RL 1031
Financial Reports	2016-2018	Box 3, Folder 12	RL 1031
Operating Budget Request	1977-1979	Box 3, Folder 13	RL 1031
Purchasing Policies	1991	Box 3, Folder 14	RL 1031
Purchasing: USI Newsletter	1996	Box 3, Folder 15	RL 1031

Contents	Date	Container	Location
Foundation Contributions	1969-1970	Box 3, Folder 16	RL 1031
Hays, Jeff. <i>A History of Business Affairs at USI: The First 25 Years of Making the Right Decisions (1967-1992)</i> .	1992	Box 3, Folder 17	RL 1031
Financial Reports	2018-2020	Box 3, Folder 18	RL 1031
Financial Reports	2020-2021	Box 3, Folder 19	RL 1031
Correspondence and Memos	1969-2001	Box 3, Folder 20	RL 1031
Brochures, Pamphlets, and Flyers	1990-2016	Box 3, Folder 21	RL 1031
Newspaper Clippings	1992-1995	Box 3, Folder 22	RL 1031
Disaster Planning Committee	1990	Box 3, Folder 23	RL 1031
Brochures, Pamphlets, and Flyers	2021-2023	Box 3, Folder 24	RL 1031
METS Bus Schedule	n.d.	Box 3, Folder 25	RL 1031
Bicentennial Honor Celebration	1976	Box 4, Folder 1	RL 1031
Employee Recognition Program	1972-1999	Box 4, Folder 2	RL 1031
Employee Recognition Program	2000-2013	Box 4, Folder 3	RL 1031
Faculty and Administrative Benefits Summary	2005-2016	Box 4, Folder 4	RL 1031
Support Staff Benefits Summary	2005-2016	Box 4, Folder 5	RL 1031
Correspondences and Memos	1969-1997	Box 4, Folder 6	RL 1031
USI Faculty/Staff Handbook	2001	Box 4, Folder 7	RL 1031
USI Faculty/Staff Handbook	1991	Box 4, Folder 8	RL 1031
ISUE Faculty/Staff Handbook	1984	Box 4, Folder 9	RL 1031
ISUE Staff Handbook	1975	Box 4, Folder 10	RL 1031
ISUE Faculty/Staff Handbook	1969	Box 4, Folder 11	RL 1031
Faculty and Administrative Search Process Guidelines	1994	Box 4, Folder 12	RL 1031
Employee Programs	1972-1997	Box 4, Folder 13	RL 1031
Newspaper Clippings	1974	Box 4, Folder 14	RL 1031
Personnel Directories	1979-1982	Box 4, Folder 15	RL 1031
ISUE Salary and Wage Books (Digital)	1976-1983	Box 4, Folder 16	RL 1031
ISUE/USI Salary and Wage Books (Digital)	1983-1990	Box 4, Folder 17	RL 1031
USI Salary and Wage Books (Digital)	1990-1994	Box 4, Folder 18	RL 1031
USI Salary and Wage Books (Digital)	1994-1998	Box 4, Folder 19	RL 1031
USI Salary and Wage Books (Digital)	1998-2001	Box 4, Folder 20	RL 1031
USI Salary and Wage Books (Digital)	2001-2004	Box 4, Folder 21	RL 1031
USI Salary and Wage Books (Digital)	2004-2008	Box 4, Folder 22	RL 1031
USI Salary and Wage Books (Digital)	2008-2011	Box 4, Folder 23	RL 1031
Employment Paperwork	n.d.	Box 4, Folder 24	RL 1031
Flexible Benefit Program	2004	Box 4, Folder 25	RL 1031
Professional Development Certificate Program	2010-2011	Box 4, Folder 26	RL 1031
Death Log	n.d.	Box 4, Folder 27	RL 1031
Historical Staffing and Job Descriptions	1990-1994	Box 4, Folder 28	RL 1031
Reports	1993-2000	Box 4, Folder 29	RL 1031
Overview of USI Human Resources Department	1993	Box 4, Folder 30	RL 1031

Contents	Date	Container	Location
Job Applications for Faculty and Staff	n.d.	Box 4, Folder 31	RL 1031
USI Handbook	1998	Box 4, Folder 32	RL 1031
Title IX	n.d.	Box 4, Folder 33	RL 1031
University Handbook	1980	Box 4, Folder 34	RL 1031
University Handbook	1976	Box 4, Folder 35	RL 1031
University Handbook	2007	Box 4, Folder 36	RL 1031
ISUE Employee Benefits for Full-Time Faculty and Administrators	1976	Box 4, Folder 37	RL 1031
University Handbook Revisions	1972-1979	Box 4, Folder 38	RL 1031
University Handbook Revisions	1995-2001	Box 4, Folder 39	RL 1031
University Handbook	2006	Box 4, Folder 40	RL 1031
University Handbook	1972	Box 4, Folder 41	RL 1031
Benefits Enrollment Guide, Benefits Pamphlets	2024	Box 4, Folder 42	RL 1031
UA 015-Media-001: USI Traffic Video (Digital)	1991	Media	Digital
UA 015-Media-002: USI Traffic Video (Digital)	n.d.	Media	Digital
UA 015-Media-003: USI Traffic Video (Digital)	1985	Media	Digital
UA 015-Media-004: Safety Presentation USI: Barry Hart (Digital)	1995	Media	Digital