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Finding Aid to the President Jim L. Ozbun Papers

Ozbun, Jim L., President

President Jim L. Ozbun papers, 1960-1995

Record Group 3.18

16 l.f.

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OVERVIEW

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BIOGRAPHY

Jim L. Ozbun, a native North Dakotan, was born on September 3, 1936, in Carson, ND, near the family farm. When he graduated from Flasher High School in 1955, to attend North Dakota Agricultural College (NDAC), he had been president of both his junior and senior classes and had lettered in football, basketball and baseball. He graduated from NDAC in 1959 with a Bachelor of Science degree in soil science. Shortly after graduation, he married Sonja Smedstad. Sonja had worked in the NDAC Business Office and they had two children.

Upon finishing his Bachelor's, Jim immediately went on for his Master, also in soil science at NDAC, which had transitioned into North Dakota State University (NDSU) in December of 1960. After earning his Master's (1961), they went to North Carolina State University where he received his PhD in plant pathology in 1964.

In 1964 he joined the Vegetable Crops Department at Cornell University (Ithaca, NY), as an assistant professor. In 1967 he was Assistant Director of Research and Assistant Director of the Agricultural Experiment Station. He also became an associate professor in Vegetable Corps in 1969. He took a sabbatical as a Visiting Scientist in Biochemistry at the University of California-Davis in 1970. When he returned to Cornell in 1971, he was appointed Acting Chair of the Vegetable Crops Department and then Chair of the Department in 1972. In addition to being Chair until 1975, he served as Associate Director – Agricultural Program, Cooperative Extension from 1974-1976. He was granted full professor status in 1975. In 1976 the family moved to St. Paul, where Jim joined the University of Minnesota. During his tenure at the University of Minnesota, in addition to serving as Head, Department of Horticultural Science and Landscape Architecture (1976-1981), he wore a number of other hats: Director of Graduate Studies – Horticulture (1977-1981), Chairman of Plant Physiology Program (1979-1981), and Director of Graduate Studies – Plant Pathology(1979-1981). After leaving the University of Minnesota, he served as the Associate Dean of Agriculture and Research at Kansas State University from 1981-1982. He joined Washington State University in 1982 as the Dean of the College of Agriculture and Home Economics. In May of 1988 he was named President of North Dakota State University. Although he took office on August 1, 1988, he was not formally inaugurated until September 14, 1989.

During his tenure at NDSU (1988-1995), his accomplishments were numerous and included: assisting with the gaining approval for Fargodome, supporting and encouraging the Development of the NDSU Staff Senate, the creation of the NDSU Biotechnology Institute and the NDSU Institute for business and Industry Development (IBID), leading the effort for building of the Industrial Agricultural and Computer Center (IACC), and spearheaded NDSU's *Century II: Charting the Course* long range plan. He was also instrumental in creating the Employee Recognition Program, the Pharm.D program, EPSCoR, and the state-wide new faculty tour. He advocated cooperative programs with the North Dakota State College of Science and Valley City State University. He encouraged the NDSU's Development Foundation to organize their \$20 million fund drive, promoted the Spring Gala Pops Concerts, and supported the restoration of Lincoln Log Cabin.

After retiring in 1995, he and his wife purchased a small cattle ranch in the Dickinson area of North Dakota. They raised registered Hereford cattle and registered Quarter horses. He has also been active with Boy Scouts of America and Rotary International.

SCOPE AND CONTENT

The materials within this collection are composed of various accessions from the President's Office over a number of years. The bulk of the records take place during his tenure as President at NDSU from 1988-1995. For the most part, the folders are arranged in chronological order and cover a wide variety of his professional life, at NDSU and prior experiences. The newspaper clippings, his publications from Cornell, Minnesota, Kansas State and Washington State, follow his speeches listed near the end of the

finding aid. Some of the key series (alphabetically listed) within the records include: Administration Council (1989-1997), Agricultural Experiment Station (1989-1995), Budget Reduction (1989-1993), Chancellor's Office (1991-1995), Desk Diaries/ Engagement Calendars (1988-1994), General Correspondence (1960-1995), Inauguration (1989), National Association of State Universities and Land-Grant Colleges [NASULGC] (1991-1995), Newspaper Clippings/Publications (1964-1995), NDSU Centennial (1985-1993), NDSU Vice Presidents and Deans (1984-1995), NDUS (1990-1997), Northern Crops Institute (1991-1995), Speeches (1973-2008), Spring Gala (1992-1994), State Board of Higher Education (1993-1995), State Tours (1991-1995), Technology Transfer Corporation (1991-1995), Tri-College University (1993-1995), Upper Great Plains Transportation Institute (1994-1995), Videos (1988-1995), and Lawrence Welk (1991-1994).

BOX AND FOLDER LISTING

Box/Folder Content

BOX 1

- | | |
|------|---|
| A | Finding Aids & biographical material |
| 1/1 | Graduate Study Correspondence—Includes correspondence with North Carolina State, University of Arizona, and Ohio State University. 1960-1961 |
| 1/2 | Personal Resume – 1961-1988 |
| 1/3 | North Carolina State Correspondence—Various correspondence relative to the college. 1962-1970 |
| 1/4 | Jobs and Communications—Includes many letters between Ozbun and potential employers. The majority of the letters are written by Ozbun to various colleges seeking employment. 1963-1964 |
| 1/5 | North Carolina State Preliminary Examinations—Includes Ozbun's graded exams for North Carolina State. 1964 |
| 1/6 | Ozbun Personal Files-- 1964-1993 |
| 1/7 | Reprints of Articles – 1964-1970 |
| 1/8 | Student Correspondence, S-Ta, 1967-1980 |
| 1/9 | Student Correspondence, Liu-Mo, 1967-1977 |
| 1/10 | Student Correspondence, A-Ch, 1968-1979 |
| 1/11 | Student Correspondence, Cr-Ka, 1968-1977 |
| 1/12 | Student Correspondence, O-P, 1968-1982 |
| 1/13 | Sigma Xi Materials—Contains Ozbun's certificate into the society along with other Sigma Xi materials. 1968 and 1977 |
| 1/14 | Student Correspondence, Tr-W, 1969-1978 |
| 1/15 | Sabbatical Leave Correspondence—Various letters concerning Ozbun taking sabbatical leave. 1969-1971 |
| 1/16 | Reprints and Articles – 1971-1975 |
| 1/17 | XIXth International Horticultural Congress: Warszawa, Poland—Correspondence relating to the congress. September 11-18, 1974 |
| 1/18 | Student Correspondence, Kr-Lin, 1975-1980 |

- 1/19 University of Minnesota Materials—Various Correspondence with colleagues. Includes description of his position as the Department Head of Horticultural Science and Landscape Architecture. 1975-1979
- 1/20 Reprints and Articles – 1976-1980
- 1/21 Minnesota, Talks at—Includes the *Minnesota Talks at* articles. 1976-1980
- 1/22 China Materials—Contains various correspondence relating to the creation of an exchange program with China. Other materials include the proposal for the program and the agreement of it. 1979-1987
- 1/23 Kansas State University Materials—Various Correspondence. 1980
- 1/24 Kansas State University Speeches—Handwritten speeches by Ozbun. 1981-1982
- 1/25 Ozbun Personal Files--1981-1984
- 1/26 KSU Ag Report—Includes various correspondence and essays. Essays and reports included by Ozbun are: “Annual Experiment Station Outlook”, “Soybean Research”, and “Accreditation Report.” Other documents of interest include the agricultural goals written by Ozbun. 1981-1982
- 1/27 Oregon Horticulture Review—Includes various correspondence. 1982
- 1/28 Declined Opportunities—Includes many letters from across the country seeking Ozbun as an employee. The letters in this folder include Ozbun’s denying response. 1982-1994
- 1/29 Washington State—Various Correspondence between Ozbun and Colleagues especially from KSU congratulating him on his new position at Washington State. 1982
- 1/30 Speeches and Articles – 1983-1988
- 1/31 Various Newspaper Clippings and Original Paste-Ups 1983-1988
- 1/32 North Dakota – Centennial Celebration – 1988-1989 {w/ photos}

BOX 2

- 2/1 Ozbun Annual Review—Includes various correspondence and a pamphlet for an awards dinner and program. Of interest are his handwritten personal goals. 1984
- 2/2 Dean Dialogs – 1984-1988
- 2/3 NDSU Centennial - 1985-1990
- 2/4 Provost and Vice Pres for Academic Affairs – Univ of Wyoming, 1987-1988
- 2/5 Correspondence relating to his acceptance of nomination as President of NDSU 1987-1988
- 2/6 Economic Development, Spec. Comm. (Committee of 34) (2 individual folders)– 1987-1993
 - Memos
 - News Release: GNDA encouraged with search for ED&F Director for immediate release
 - Primary Sector Development Fund: Draft 2, 6-21-91
 - Senate Bill No. 2058
 - Growing North Dakota Report: Chuck Fleming
 - Proposed Amendments to Reengrossed Senate Bill No. 2058
 - Third Engrossment: Reengrossed Senate Bill No. 2058
 - Recommendation #9 from Committee of 34 to Job Development Commission
 - Minutes & Agenda of Economic Development Legislative Meeting: 6-20-90
 - Ranking of the Role State Should Pay
 - Economic Development Delivery System
 - Flagship Initiative #2: “Create the Development Bank of North Dakota”
 - Department of Commerce and 1991-93 Budget

Environmental Scan North Dakota: General Economic Conditions
 Dakota Spirit Program: the four phases
 Preliminary data from manufacturers surveys
 Economic Development Commission Appropriation Status Report
 State of North Dakota Detailed Statement of Legislative Appropriation for the 1989-91
 and 1987-89 Biennia and Executive Recommendation for the 1989-91 Biennium

- 2/7 CAST—1988-1991
- 2/8 NDSU Centennial – 1988-1990
- 2/9 Correspondence—Thank you letters from Ozbun to various people congratulating him on his presidency at NDSU. June-July 1988
- 2/10 President-General Correspondence 1988-89 (3 individual folders)– 1988-1989
- Memos
 - Letter to the editor concerning Sheyenne Valley Electric Cooperative
 - 1988-89 Community Resource Program NDSU Participation: list of staff
 - Barley Gene Mapping
 - Northwest Angle Resort Spring Fishing Trip Summary of expenditures 5-23-89
 - Farm Broadcasters Letter 5-12-89
 - Classified Staff Awards 1989
 - Development of a comprehensive high-density genome map: a cooperative project
 - The Impact of Indian Reservations and Related Activities on the N.D. Economy: report
 - Psychological Warfare Division, G3 papers
 - NDSU Board Report #8-A 4-18-85
 - Impact of Recent and Proposed Changes in N.D. State Income Taxes 1987-89: press release
 - Geston-Duffy- Twichell Architects: history of work at NDSU
 - Farm Credit System Profile
 - Farm Credit and System Financial and Operating Trends
 - An Overview of the Agricultural Credit Act of 1987
 - US West Super Bowl Guests January 20-23, 1989
- 2/11 President-General Correspondence 1988-89 II (3 individual folders)
- Memos
 - 1988 Salary Survey-Legislative Summary
 - UPI Policy 279189
 - Paul R Ray & Co. launches National Education Practice
 - President's Point of View
 - Tri-County Citrus Letter Aug-Sept. 1988
 - Richard J. Sauer selected as new president for national 4-H council: release 11-7-88
 - Higher Education Summary of Appropriations
 - Science and Theology Forums: informative flyers
 - A Guest Editorial for the Farm and Ranch Guide
 - Letters of congratulations to President Ozbun for being elected President of NDSU
 - Article on university salaries: Chart for NDSU and UND
 - A list of Fernandez art available in Underbrush Gallery
 - SBIR Support Program: report
 - Employer's Affidavit of Verification: Jim L. Ozbun
- 2/12 Ozbun "University Strategic Plan" Preliminary Draft, 1988-1989
- 2/13 President Ozbun Memos – 1988-1989

- 2/14 Ozbun Chronology and Biography – 1988-1994
- 2/15 Bismarck Legislative Team - 1988-1989
- 2/16 President’s Medallion Society Corr. – 1989-1992
- 2/17 Inauguration materials – 1989
- 2/18 Inauguration Materials In Original Order - 1989
 —Instructions for processional Inaugural ceremony and recessional Schedule.
 The Inaugural program Schedule
 Inaugural Day Arena Set-Up 9-14-89
 Proposed seating chart
 President’s Inauguration order of Processional line up Instructions
 Processional for Platform officials
 President’s Inaugural brunch
 Instructions for NDSU centennial celebration
 Information Sheet
Forum 9/12/89 Ozbun Inauguration
It’s Happening at State 8/2/89
Forum Cut-Out 8/6/89
 Blue tux Singing telegram and pictures
 NDSU seal for Ozbun’s Medallion
 Server Training Outline
Forum Cut-Out 9/12/89
 Centennial Inauguration Day
 Picture of some girls
 “Planning a Presidential Inauguration”
Forum Cut-Out 9/10/89
 Comments for Inaugural Address for Jim Ozbun
 Invitation to Inauguration
- 2/19 The Inaugural Program - 1989
 Overview NDSU centennial celebration
 Role of Participants of Inaugural Events
- 2/20 The Inaugural Convocation of Centennial Celebration of NDSU
 Suggestions for Inauguration
 Correspondence
 Estimates for Inauguration
 Instructions for Inauguration
 Processional for the Platform officials
 Comments for Inaugural address for Jim Ozbun 9/14/89
 Inaugural Events program
 Costs of Inauguration/Centennial
 Master of Ceremonies Script
 Invitations
- 2/21 Inauguration Responses—Various letters of congratulations – 1989
- 2/22 Ozbun family and friends RSVP list – 1989
- 2/23 Inauguration Personal Invites – 1989
- 2/24 Inauguration Correspondence – 1989
- 2/25 Inauguration Ceremony Scripts - 1989

- 2/26 Administrative Council – 1989-1997 (6 individual folders)
- Memos
 - List of Administrative Council Members
 - Sieben d/b/a Advanced Amusements v. NDSU et. al.
 - Proposal-summer school tuition rates
 - Chancellor's Inauguration, Nov. 6, 1991: Douglas Treadway
 - Agenda for Chancellor's Inauguration
 - Program from Chancellor's Inauguration
 - Sexual harassment brochure
 - NDSU Policy Statement on the Use of Alcohol & Other Drugs by Students, Faculty, and Staff
 - State Board of Higher Education Enrollment Report: Fall 1990
 - NDSU Policy Manual: equal opportunity/affirmative action policy on the announcement of position openings
 - NDSU Participation in the Community Resource Program 1990-91
 - Recommendations from the Salary Administration Team to the State Board of Higher Education
 - College of Science and Mathematics: staff list, teaching statistics, enrollment graphs, external grant and contracts, generation of indirect costs
 - An overview of networking capabilities at NDSU
 - Univ. Notice: nominations being sought for distinguished professorship
 - The Freshman Year at NDSU: focus group study
 - North Dakota Univ. System analysis of house changes to executive budget: 1991-93 biennium general fund budget
 - Time line implementation of semester schedule
 - SU 2000 Phase Overview
 - Agricultural Research brochure
 - College of Agriculture brochure
 - Agriculture for a Changing World: A Strategic Plan
 - Agriculture: 1990 (newsletter)
 - Strategic Flow Plan: flow diagrams
 - Century II: Charting the Course
 - Policy Proposals to the Executive Committee: 6-6-89
 - Analysis of increases for the 1989-91 Biennium before mandated general fund reductions
 - Academic Programs report
 - Summary of Staff Recommendations
 - System Level Administrative Functions
 - Professional Student Exchange Program: phase down or eliminate
 - The Need for Student Financial Assistance Relative to Tuition Levels
 - Pre-Collegiate Level Instruction
 - Extracurricular Activities
 - Goals for 1997: North Dakota Higher Education System
 - College Prep Committee Meeting Schedule/Members of the College Prep Committee
 - Strategic Plan, Phase II: 9-1-89
 - NDSU Centennial Celebration-Founders Week: schedule of events
 - The Robert Perkins Engineering Computer Center brochure
 - NDSU Extension Service: Biennial Report July 1987-June 1989
 - Graphs regarding freshman
 - Report to Administrative council on the December 5th Referral: Nov. 6, 1989
 - Proposed Revision for Section 202 of the NDSU Policy and Procedures Manual
 - Strategic Plan, Phase II-follow up

Statement on Time Requirements for Nine-Month Faculty
List of Freshmen-Beginning Fall, 1989-registered in College of Univ. Studies
NDSU Newsletter: Fall Quarter 1989
Vote Yes for North Dakota: fact sheet, minutes, and information
Constitutional Measure No. 1/Referred Measure No. 3,5,7
Dr. William Lewis-resume
Town Hall Meeting Agenda
Referral Impact of December 5 Election
Office of Special Projects Century II: Charting the Course
NDSU Facts: Placement Summary for 1987-88 Graduates
Association for Institutional Research: Is there a better way to manage higher education
Changes to 1989-91 Legislative Forecast
Policy on Sale or Distribution of Racially & Sexually Offensive Material
The North Dakota Higher Education System 1990-1997 Plan: Quality Learning
NDSU Media Center Stats

2/27 Budget Reductions (4 folders) – 1989-1993

Memos
NDSU Response to Board Staff Recommendations in the Document "Academic programs"
Discussion of the issue of enrollment caps by the central administration of NDSU
Letters of concern about the removal of the Fine Arts Dept. and the Speech Dept. from NDSU
N.D. Students Association's Position Statement 3-5-90
NDSU announces specific reductions to offset Dec. 5 referral losses: report
Kobb says state voted no to taxes, not education: report
Report summarizing community visitations by: Rudy Lewis, Jack Miller, Bob Mussman, and Bob Bruce
Implementation of a One-University Concept
Considerations regarding the feasibility of a single-univ. system in N.D.
Fiscal 88 State Support by State
Narrative statement for financial impact upon the NDAES of a \$4,000,000 loss of general funds in 1991-93 biennium
Budget Reduction Scenarios 1991-93 biennium NDSU Extension Service
N.D. Forest Service 1989-91 Budget reductions and 1991-93 Funding needs 2-1-90
Annual non-resident tuition & fee charges NDSU 1985-1990: graph
Expenditures for agriculture research from FY 1979-80 through 1988-89: report
North Dakota Agriculture Experiment Station brochure
FY88 North Central Region by State
Agricultural Experiment Station NDSU: overheads
1989-91 Budget Reductions NDSU
1989-90 Appropriated funds for extracurricular activity
Proposed Budget Reductions Administrative Offices: draft 12-15-89
1991-93 Budget Scenario-all entities under Board of Higher Education: graphs and reports
Update on budget situation 12-31-89

BOX 3

3/1 Jim Ozbun *NDSU Perspectives* – 1989-1995

- 3/2 President-General Correspondence (1989-90) (7 individual folder)- 1989-1990
- Memos
 - Information on American-Soviet Public Forum
 - Interstate Services Brochure
 - Twentieth American Leadership Conference brochure
 - Responses the chain letter to support the demand to abolish apartheid in South Africa
 - Information on National Employee Health and Fitness Day
 - Update on Moscow on the Mississippi: 5-4-90
 - Information on Council of Scientific Society Presidents
 - CSSP News: 2-90
 - Information concerning Earth Day
 - American Ingenuity Newspaper: Spring 1990
 - Moscow on the Mississippi list of participants & list of events
 - Northern Plains Earth Day Committee members
 - Education Programs of the Atlantic Council on the United States
 - The Atlantic Council of the United States Office of Education: calendar of events
 - The Atlantic Council of the United States "The Economics of a World in Transition" report
 - The President's Report on programs, projects, activities and publications
 - Computer Solutions brochure and information
 - Proposed School in the Soviet Union to be conducted by Agriservices Foundation: report
 - Proposed School in Cuba to be conducted by Agriservices Foundation: report
 - Feeds and Nutrition/Feeds and Nutrition Digest
 - Feeds and Nutrition/ Feeds and Nutrition Digest: book review
 - Food for Health brochure
 - Food and Nutrition Encyclopedia: book review
 - Feeds and Nutrition and Feeds & Nutrition Digest: news release
 - Why Some People Succeed and Others Fail: remarks made at the Offpress Dinner
 - Letters of congratulations on the inauguration of President Ozbun
 - An Open Letter from the Presidents of Ten Universities in Beijing
 - Article from the November 19, 1989 issue of The Fresno Bee
 - 1990 NWFM Winter Program: agenda
 - 23rd Annual Beef Bowl: events schedule
 - Presidential/Chancellor Qualifications for Colorado State University System
 - Contribution of the Golf Industry to the Arizona Economy: booklet
 - Dept. of Horticultural Science, U of M, St. Paul, MN: 1988 Annual Report
 - Update relative to the agricultural research initiative: 8-18-89
- 3/3 Referral 1989 (3 individual folders) - 1989
- Memos
 - Narrative statement for referral impact upon the N.D. agricultural experiment station
 - Constitutional Measure NO. 1 and Referred Measures 1-8
 - Letters of concern and support on the referral issue
 - University Notice: Univ. meeting set to discuss referral results
 - Various Articles and Commentaries concerning the referral issue
 - GNDA urges YES vote: 5 Special election measures
 - NDSU Perspectives from Jim Ozbun Nov. 1989
 - A Message from the PERS Retirement Board about the tax referrals
 - YES 3*4*7 Questions and Answers brochure
 - Effect of Referrals on State Revenues 1989-91
 - Public Relations Sub-committee meeting 9-22-89: minutes

- Referral Organizational Meeting 9-11-89
- YES Get Out the Vote: draft action plan 9-11-89
- State of N.D. appropriation Line Item General Fund Reductions
- NDSU Impacts of Referral Options
- Referral Meeting 9-25-89: agenda, proposed time lines, activity/implementation calendar
- Fargo Tax Referral Committees: members
- Financial Impact of December Referral: chart
- 3/4 President-Correspondence General I (6 folders) 1989-1994
 - Memos
 - N. D. State Board of Higher Education Fiscal Impact of Referrals 8-11-89
 - Fargo Chamber of Commerce minutes 10-2-89,10-23-89, 10-30-89, 11-6-89, 11-27-89
 - Yes 3-4-7 Q's & A's brochure
 - N.D. State Board of Higher Education-Potential property tax increases
 - Financing Public Higher Education: How does North Dakota compare: report
 - Impact of "No" Vote on next Biennium General Fund 1991-93 Biennium Budget Gap
 - North Dakota State Board of Higher Education Final Fall Enrollment Report
 - Budget Overview
 - Office of Management and Budget Salary Line Item Cuts 10-10-89
 - Comparison of net estimated pupil payments for 1989-90 and 1990-91 if tax referrals are successful: report 9-18-89
 - North Dakota's Tax System: How does it compare with other states-report 10-11-89
 - Referral Impacts on other State Services and Operations
 - Impact of Sales, Income, and Gas Taxes on individual taxpayers 8-31-89
 - "Vote Yes for North Dakota" Speakers Bureau: list of members
 - News Release: Experiment Station Director Named at NDSU
 - NDSU Early Retirement Agreement
 - Academic Review for Drew Gibson 11-30-93
 - Paper work dealing with Satter v State of North Dakota
 - NDSU and Service to Agriculture 3-10-94
- 3/5 President J. L. Ozbun - Inauguration – 1989
- 3/5a Inauguration – congratulations notes/letters/cards - 1989
- 3/6 President Ozbun Student Case Study – 1990
- 3/7 WICHE -1990-1992
 - Minority Education Initiatives
 - Institute on Ethnic Diversity
 - Questionnaire for Ethnic Diversity
 - Agendas
 - WICHE business cards
- 3/8 V.P. for University Advancement: Rudy Lewis – 1990 -1992 (7 individual folders)
 - Lawrence Welk dedication
 - Letters to Ozbun concerning program cuts
 - Applications for Director of Univ. Relations
 - Institution Form 101: Personnel Change Authorization
 - Memos
 - Agreement to establish a Lawrence Welk collection
 - Pioneer Heritage Dedication
 - Articles and letters concerning Logo Controversy 1992
 - Presentation of Lawrence Welk collection
 - Application for Robert E. Ingstad, Sr. Scholarship fund

Description of the Robert E. Ingstad, Sr. Scholarship fund
Articles concerning Lawrence Welk's birthday
Letters concerning the development, progress, and dedication of the Lawrence Welk collection
Legislative proposed activities 1990-91
Letter submitting a logo application: from N.D. elementary/junior high students
NDSU Strategic Communications Plan 1990
NDSU Advancement Plan 1991
NDSU Advancement Plan Comments
Letters of appreciation for donations
Agreement draft between NDSU and the Welk Group, Inc.
Report of activities of the Germans from Russia Heritage Collection
Brochures from the Lawrence Welk Resort and area attractions
Questions concerning the visit to Welk Records
Guide to Visual Collections of the North Dakota Institute for Regional Studies
Contract with Welk Heritage Inc.
Monthly Aircraft Activity Report 1992
Articles concerning Lawrence Welk
Information regarding Chinese Visitors to NDSU 1991
Articles on Clyfford Still
Frontiers: NDSU magazine; Fall and Summer 1991

- 3/9 Calendar Conversion Steering Comm. Margriet Lacy, Chair – 1990-1992
Memos
Conversion to semesters for individual departments
Use of the semester system vs. quarter system by U.S. colleges and universities
Steering Committee's guidelines for the curriculum conversion to semesters
Suggested time-line for quarter-semester transition
Feasibility Study of a Conversion to Semesters: Steering Committee's Final Report
- 3/10 Hum. and Soc. Sci.-other – 1990-1992 (3 individual folders)
Memos
College of Humanities and Social Sciences Dept. Chair Meeting Minutes
Northern Lights Nationals: June 14-19, 1992
Rostrum April 1992
Reflections: Sept. Nov. & Dec. 1991; Feb. & May 1992
Article on Clyfford Still
Implementing Agreement
NDSU Dept. of Visual Arts annual report 1990-91
- 3/11 Seed Research and Regulatory Facility – 1990-1992
Letters concerning the ground breaking ceremony for the North Dakota State Seed Department Facility
Seed Research and Regulatory Facility Activities Schedule Jan. 10-11, 1990
Seed Research and Regulatory Facility project summary and description\
- 3/12 President-General Invitations (2 individual folders) – 1990 - 1991
Invitations to many functions
Letters in response to the invitations
Information on the functions
American Red Cross Annual Report 1990-1991

1991 International Reinsurance Seminar on MPCCI

BOX 4

- 4/1 President-General Correspondence (1990-91) (8 individual folders) – 1990-1991
- Memos
 - Information about California State University
 - Personal letter to Pres. Ozbun concerning the resignation of Julie Goldman
 - Letter of great disgust towards the Ozbun's desire for a new home on campus
 - Letters of support towards a new President's house
 - The Dixon Springs Agricultural Center in Illinois, That I Knew- paper by M.E. Ensminger, Ph.D., President
 - News release- Pentor Communications International enters Polish media 3-1-91
 - Article: The global economy changes ahead for higher ed.
 - Community First Annual Report 1990
 - National FFA Foundation brochure
 - List of Lead Donations to the Council on Undergraduate Research by colleges and universities as of Feb. 1991
 - Council on Undergraduate Research brochure
 - Native American pharmacy program NDSU College of Pharmacy- report
 - Invitation to the inauguration of Albert C. Yates as the Pres. of Colorado State Univ.
 - Invitation to the inauguration of H. Patrick Swygert as the Pres. of Univ. of Albany
 - AECC Urges Priority for Teaching in Higher Education brochure
 - Invitation to the inauguration of Franklyn Jenifer as the Pres. of Howard Univ. Landon
 - Lecture brochure
 - Position description of District Chairman of the Northern Lights Council
 - Odyssey Commercial Travel Association Employee Profile
 - National Technological University Annual Report 1989-1990
 - News Release: Guest professors for USSR Stockmen's school recruited
 - Invitation to the inauguration of Orville Kean as the Pres. of Univ. of the Virgin Islands
 - Life Without Literacy article
 - Newspaper Article: Starbuck Student of the Month
 - Invitation to the inauguration of Paul Thompson as the Pres. of Weber State Univ.
 - Wales H. Madden, Jr.-Biographical Data
 - Damon Farber Associations Landscape Architects booklet
 - Articles containing information on WSU
 - Copy of the "Women of the Earth" manuscript
 - Letter informing Pres. Ozbun of nomination for Pres. at Iowa State Univ.
 - Invitation to the Inauguration of Robert Donaldson at the Univ. of Tulsa
 - Invitation to the Inauguration of Anthony Catanese at Florida Atlantic Univ.
 - Letters concerning the no-smoking policy on campus
 - Invitation to the inauguration of Jim Edwards at Anderson Univ.
 - Invitation to the inauguration of Richard Peck at the Univ. of New Mexico
 - Invitation to the inauguration of John Lombardi at the Univ. of Florida
 - Invitation to the Centennial Birthday Celebration of Lincoln Univ.
 - Invitation to the inauguration of Anthony DiGiorgio at Winthrop College
 - "People Serving People" the projects of Reverend Sun Myung Moon and the Unification Movement-booklet
 - "The Keys"-booklet
 - Article "World Food Prize"

Information on College CEO's for Quality of Campus Life
"Dare to Dream" update

- 4/2 North Dakota University System-7 Year Plan – 1990-1994
 - Letters and Memos
 - Pathways to the Future: N.D.'s Higher Education Seven-Year Plan 1994
 - Cabinet Seven-Year Plan Materials 5-20-94
 - NDSU Response to 1994-2001 System Initiatives
 - NDSCS Response to 1994-2001 System Initiatives
 - NDUS Partners for Progress Plan for 1990-1997
 - Seven-Year Plan Joint Meeting ND Legislative Council Governor Schafer ND State Board of Higher Education 11-3-93 Briefing Material
- 4/3 Commencement-1990 (2 folder)– 1990
 - Letters and memos
 - Commencement and baccalaureate script
 - Invitation list
 - Checklist
 - Commencement and baccalaureate programs
 - Invoices
 - Administrative Council and others
- 4/4 Congratulation letters to Senate & House Leaders - December 1990
- 4/5 NDSU Physical Audit - Summary Report & Recommendation - May 1990
- 4/6 Chancellor's Inaugural Committee-1991
 - Inaugural day agenda
 - Notes from Inaugural Committee
 - Lists of inaugural invitations and materials
 - Personal notes
- 4/7 Chancellor's Cabinet 1991-1992 (5 individual folders)
 - Cabinet meeting agendas
 - Cabinet meeting minutes
 - Proposals, policies, and projects
 - Reports
- 4/8 Ag Consultation Board, 1991-1992
 - Consultation Board minutes
 - Informational letters
 - Policy Manual
 - Acceptance & denial letters for board reps
- 4/9 Chancellor 1991-1992
 - Chancellor reports
 - Proposed policies
 - Budget requests and recommendations
 - Chancellor itinerary
 - Enrollment statistics
- 4/10 Correspondence 1991-1992
 - Memos

- Chancellor's proposed 7 year plan
- Budget request
- Budget revues and resolutions
- Tuition statistics
- 4/11 Tuition and Enrollment
 - Biennial report
 - Financial Report 1991
 - Cabinet budget recommendation 1993-1995
 - Tuition statistics
 - Enrollment data
- 4/12 North Dakota University System Minutes - 1991-1995 (6 individual folders)
 - Agendas for State Board
 - Budget Recommendations 1993-1995
 - Tuition and enrollment statistics
 - Amendments to retirement plan
 - Policy manuals
 - Salary recommendation 1992; 1993-95
 - NDHECN Planning Committee Reports
 - Biennial budgeting process
 - Annual Budget
 - Survey Results for Higher Education
 - Finance Report
 - Invitation and background materials for board workshop
- 4/13 North Dakota University System Routines – 1991-1992
 - Payrolls
 - Board Reports
- 4/14 North Dakota University System Routines-Other Colleges – 1991-1992
 - Agenda: Academic Affairs
 - Agenda: Personnel
 - Minot State Memo
 - UND Transition guidelines
 - Exemption and admission requirements
 - UND Williston, ND request for new course
 - Dickinson State Univ. Personnel

BOX 5

- 5/1 Salary Committee – 1991-1993
 - Memos
 - Salary Survey
 - Salary recommendation 1991-1993
- 5/2 TQM – 1991-1992
 - TQI training at NDSCS
 - TQI Memos
 - Q-Tips
 - Total Quality Management Seminar

Total Quality Forum II

- 5/3 North Dakota University System-WICHE – 1991-1992
 - A Crucial Agenda
 - WICHE Reports
 - Tuition and fees booklet
 - WICHE Update
 - Memos and letters
- 5/4 Vice President for Academic Affairs: Sharon Wallace – 1991-1992 (5 individual folders)
 - Memos
 - Position description for Dean of Human Development and Education College
 - Application for Institutional Membership
 - Outline for New Academic Program Request
 - NDSU Policy Manual: research grants, institute projects, and similar activities
 - Position announcements and resignations
 - Correspondence
- 5/5 Vice President for Business and Finance 1991-1992 (3 individual folders)
 - Memos
 - Bids
 - Budget report
 - Opening Statement for News Conference on NDSU Skywalk
 - Cost Benefit Analysis
 - State Auditor reports
 - Comparative balance sheets for NDSU
 - Notes to the financial statements
 - Function of the Institution papers
 - Statement of appropriations
 - New Construction Request
 - Project Summary- Animal health and biotechnology research center
 - Special Assessments report
 - Correspondence
- 5/6 VP for Business and Finance Search Committee: Craig Schnell, chairman – 1991-1992
 - Candidate descriptions: Mr. Lois Iacovo
 - Mr. W. Gordon Scott
 - Mr. Richard Rayl
 - Mr. Jerry Wegenast
 - Memos
 - Personnel Appointment form
 - Detailed information on candidates
- 5/7 Assoc. VP for Instruction: Margriet Lacy – 1991-1992
 - Memos
 - Mid-year report
 - NDSU Potential New Programs (11-91)
- 5/8 Vice President for Student Affairs: George Wallman – 1991-1995 (5 individual folders)
 - Memos
 - Biographical Sketch of George D. Kuh

Organizational Chart for UND
Proposal for International Education
Financial Aid Regulation papers
Student Support Services Project
N.D. Indian Scholarships for Merit 1991-92
Comparative presentation on non-returning students to NDSU
Campus Police Activity Report (1-10-92 to 2-2-92)
Circumstances Surrounding death of Ronald Koech
Scholarship information
Protocol for winter storms
NDSU Proposed scholarship plan 1991-95
Summer parent orientation report and comments 10-16-91
"U.S. News" America's Best Colleges
Fall Orientation Brochure 1991

- 5/9 Director Lund – 1991-1992
Papers and articles concerning National Fish and Wildlife Foundation
Grant award document for Cooperative State Research Service
Memos
Material concerning developing 1993-95 state budget request and federal FY93 exercise
in the congress
News release regarding the Research Commercialization Council
Cash receipt and expenditure information, FY 1990
Summary of Higher Education Challenge Grants Program FY 1991
- 5/10 Dean – 1991-1992
Cooperative Agreement between Cardinal Muench Seminary and NDSU
Consulting Authorization Request
Colan T. Hanson, Professor of Communication resignation letter
Correspondence
- 5/11 Dean Bennet – 1991-1992
Alternative Structure for the College of Home Economics NDSU
Memos
- 5/12 Dean Fischer – 1991-1992
Memos
Sandra E. Andersen resume
Research proposal and supporting staff concerning Marvin Widows
Letter concerning cheating and faults of the professor in Chemistry 347 (summer session
1992)
Letters concerning a three-month leave for Dr. Mark Gordon to Okazaki, Japan
Award of \$500 to the Polymers and Coatings Dept. from the Messer Fund of the
Pittsburgh Foundation
- 5/13 Dean Kerns – 1991-1992
Letters concerning rescheduling of classes to accommodate certain students
Schedule for new Faculty Advisors Workshop
- 5/14 Dean Lund – 1991-1992
Letter to inform about a new grant program by the W.K. Kellogg Foundation

Faculty Employment Agreement

- 5/15 Dean Scheibelhut – 1991-1992
Herbert R. Ludwig resume
Robert J. Grossman resume
Request for New Academic Programs
Muzaffer Ahmad's short curriculum vitae
- 5/16 Dean Schnell 1991-1992 (4 individual folders)
Memos
Center for Lifelong Learning: Political Justification
Process for creating a Center for Lifelong Learning
Center for Lifelong Learning: Strategy for Developing Project Support
Consulting Authorization Request
NDSU Institute for Economic Advancement (graphs)
Mountains-Plains Consortium: 1992-93 fifth year program plan
Proposed changes in graduate programs
NDSU Administration Equipment Match: as of 07-01-91
Schedule for Editorial Board Meetings: 03-16-92
NDSU Research Administration Notes: Feb. & Nov. 1992
Initiative Implementation Process 1992
North Dakota county enrollment 1991
Survey of North Dakota Manufacturers
Executive Summary: Center for Lifelong Learning
The Solicitation of External Funding: Clarification of Procedures
Proposed projects to be funded under the Eisenhower Act
Academic records and graduate school admission application and acceptance: Husain H. Mosawi
NDSU External Funding Awards: Fiscal Year 1991 Annual Report
Research and development fund distribution 1991
- 5/17 Dean Stanislao – 1991
Memos
Articles relating to wind farms
- 5/18 Agriculture-other – 1991-1992
Memos
Letters of congratulations for election to pres.-elect of the International Association for Impact Assessment: Larry Leistriz
Evaluation of candidates for Associate Dean of Agriculture/Associate Director of Station Research
Interviews with Candidates for the Ross Wilkinson Position 1991
NDSU Vet Trax: Nov. & Aug. 1991
- 5/19 Assessment – 1991
Assessment Plan: documentation of student academic achievement
Questions for institutions engaged in developing an assessment plan
Ten Characteristics of an Assessment Program
Preliminary Commission Materials on Documenting Student Academic Achievement
Briefing: Spring 1991
The Criteria in the Self-Study Process

- 5/20 Business Administration-other – 1991-1992
Letters of disapproval of the termination of Dr. Specht
Letters and awards to support Dr. Specht
- 5/21 Business Office-other – 1991-1992
Memos
Minutes for N.D. college and univ. business officers meeting at UND: Jan, March, April, May 1992
Outstanding Employee Nominations: 1992
Human Resource News: March 1992
Flexible Benefits Program: Some questions and answers
Policy Statement on the use of alcohol and other drugs by students
Counselor: Aug. 1991
College Retirement Equities Fund: Semi-annual report
Participant: Sept. 1991
Moody's Insurance Credit Report: Mar. 1991
1991 Rating and Analysis
Rating Analysis: Feb. 1991
North Dakota Univ. System: Your group total disability benefits certificate
- 5/22 Director Pietsch – 1991-1992
- 5/23 General Correspondence – 1991-1992, 4 Folders
First two in box five, second two in box six

BOX 6

- 6/1 General Correspondence – 1991-1992, 4 Folders
First two in box five, second two in box six
- 6/2 Branch Stations – 1991-1992
Letters and editorials concerning state employees
Agenda for 1991 Fall Research Center Conference
- 6/3 Communications – 1991
Letter from "Frontiers Magazine" editor, Jerry Richardson, concerning an article written
Open House invitation for Mary Schieve, Director of Publications Services
- 6/4 Education-other – 1991-1992
Memos
Jim Madison Memorial Fellowship Foundation: 1992-93 Faculty Representative
Appointment Form
Central District Honor Award
Teacher Education: March 1992
Staff retirement party notices
SENDIT brochure
Joint Powers Agreement for S.E.N.D. Telecommunications Consortium
Cooperative Agreement: East Cass Educational Network
East Cass Educational Network: A proposal for a Two-way Interactive Television System

- 6/5 Engineering & Architecture-other – 1991-1992
 - Memos
 - Faculty Employment Agreement
 - Letters of congratulations from Ozbun concerning awards
 - Accreditation Visit, April 4-8, 1992
 - College of Engineering and Architecture: Meeting minutes 02-27-92
 - Clip from the Journal of the US Engineering Education citing NDSU

- 6/6 Extension-other – 1991-1992
 - Memos
 - Perspectives: NDSU extension service staff newsletter: July, Aug. Sept/Oct. Nov. Dec. 1991; Jan. Feb. March, April, May, June 1992
 - Consulting Authorization Requests
 - Directions for the Future: issues and concerns of North Dakotans
 - North Central ASA Summer Meeting Agenda

- 6/7 Graduate Council – 1991-1992
 - NDSU External Funding Awards: Fiscal Year 1991 Annual Report
 - Graduate Council Minutes

- 6/8 Home Economics-other – 1991-1992
 - Memos
 - Dietetics Program Agreement
 - Dietetics Graduate Program Agreement
 - Letters of concern regarding the Interior Design Dept.
 - Consulting Authorization Requests
 - Dept. of Child Development and Family Science
 - Proposal concerning assistance for new food-based businesses

- 6/9 Northern Crops Institute: Brenden Donnelly – 1991-1992 (2 individual folders)
 - Memos
 - Northern Crops Council Minutes
 - Northern Crops Institute Annual Reorganizational Meeting Agenda and Minutes July 2, 1992
 - ND appropriations budget: summary financial statement July 1991-June 1992; July 1991-Oct. 1991
 - Nominees to Northern Crops Council
 - Flour Mill Management Short Course
 - Northern Crops Institute Regular Meeting Agenda: March 26, 1992
 - Northern Crops Institute Program Announcement
 - Dakota Gold: Dec. 1991
 - NCI Short Course Schedule
 - Trade Delegations 1991
 - NCI Activity Update 1991
 - Technical Advisory Panel: High-Priority U.S. Aquaculture Research
 - Grain Procurement Management for Importers
 - Wheat Flour Quality Evaluation and Utilization Short Course
 - Feedmill Management/Feed Manufacturing short course
 - NCI News: July 1991
 - Pasta Raw Materials and Processing Technology

Senate Bill No. 2342

- 6/10 Science & Mathematics-other – 1991-1992(3 individual folders)
- Memos
 - Consulting Authorization Requests
 - Letter for the Science and Mathematics Newsletter: March 1992
 - Draft for the Experimental Program to Stimulate Competitive Research (EPSCoR)
 - NDSU Contract of Employment: Mark Allen Ordal
 - Award of a \$125,000 grant from 3M
 - Fall 1991 Science Teachers Survey: A Summary
 - Curriculum Vitae
 - College of Science and Mathematics Faculty Meeting Minutes Jan. 14, 1992
 - EPSCoR Proposal Budget
 - Agenda for the visit of H. Stewart Van Scoyoc
 - Proposal for a Federal-State Partnership to Stimulate Competitive Research Capacity
 - EPSCoR Legislative Summary 1991
 - Computer Science Accreditation Visit Itinerary
 - 1991 Industrial Advisory Board Meeting
 - Update of North Dakota EPSCoR Proposal
 - College of Science and Mathematics Newsletter 1991
- 6/11 Station-other (8 individual folders) – 1991-1993
- Memos
 - NDSU Schedule for 1992-93 Budget Hearings
 - Rationale for Request of an Additional Faculty Member
 - NDSU College of Agriculture and Agricultural Experiment Station
 - 1992-93 budget Adjustment and Capital Equipment
 - College of Pharmacy: Request for 1992-93 Budget Adjustments
 - School of Education 1992-93 Budget Hearing
 - Budget Requests
 - Outline of Remarks for Budget Hearings
 - Information for FY 1992-93 Budget Hearings from the College of Home Economics
 - Draft 4: 1993-95 Budget Initiatives for the NDSU Agricultural Experiment Station
 - Agstaff: Jan., March, June 1992
 - National Grain and Feed Association v. Burlington Northern Railroad Company, Et Al
 - Spilled Milk: The best debate in historical perspective
 - Proposal for new NDSU Herbarium and Range Science Center
 - Reaping the Returns to Research: article from the Journal of Production Agriculture
 - Schedule NDSU Showcase '92
 - Rural Cooperative Development Act
 - Proposed Budget Rescissions for FY 1992
 - Vet Trax: Oct., Dec. 1991; Jan., Feb., March/April 1992
 - Consulting Authorization Requests
 - Preconstruction Environmental Assessment: Animal Care Facility
 - CSRS Review
 - Summary and Recommendation pages from the SCRS Site Visitation report of January 1991
 - 1991 NRI Allocations
 - Preconstruction Environmental Assessment: Food Processing Pilot Plant Northern Crops Institute

Resume: Maury E. Bredahl
Grant Application-Facilities Project
Cooperative Development Briefing and Meeting: Feb. 3, 1992
Agriculture: Creating New Opportunities for the Future
Newsletter report from the New Uses Council
List of Chinese Bank Delegation Reception Guests
Letters and documents regarding the removal of Shepard's Residence
NDSU Department of Cereal Science and Food Technology

- 6/12 Budget Analyst Gary Jallen (2 individual folders)– 1991-1993
Memos
Income Collection Projections: Fiscal Year 1991-92
Income Projection for 91/93 Biennium
Analysis of Tuition Waivers: Fiscal Year 1991-93
93/95 Biennial Budget Formula
NDSU Budget Summary: May 1992
Equipment Allocation 92/93
Requests for Depts. 1992
Proposed adjustments for operating budget for fiscal year 92/93
Income Collection Projections: Fiscal Year 1991-92
Schedule for Budget Completion
Vice President Proposed Budget as of 10-24-91
- 6/13 NASULGC-Commission on Food, Environment & Renewable Resources – 1991-1992
Memos
CFERR Legislative Committee members
Interim Executive Committee agenda: 3-1-92
Aquatic Food Product Quality and Safety
NASULGC Annual Meeting
Proposed Rules of Operation: CFERR Dec. 1991
- 6/14 NASULGC-Committee on Home Ec. Forward – 1991-1992
Memos
Business Meeting Association of Administrators of Home Ec. Agenda 11-10-91
Commission on Home Economics Minutes: 11-9-91, 5-2-91
The Greensheet: Circular letter no. 5; Sept. 1991
- 6/15 Technology Transfer Corporation (7 individual folders)– 1991-1992
Memos
TTI (TTI) Board of Directors' Teleconference Meeting Agenda: 7-2-92
TTI Project File Index
TTI Accountant's Compilation Report: 6-11-92
TTI membership list
TTI Strategy Meeting Agenda: 6-5-92
TTI Application Guidelines and Reapplication
TTI Status Report: 6-2-92
Teltech informational sheets
Minnesota Project Outreach Program (MPO) Summary
Survey of Minnesota SBIR Companies that use MPO Services
Newspaper articles concerning small businesses and technology

Analyzing Your Beginning Business
ND Small Business Development Center brochure
“Lux et Lex”: April 1992
Technology Transfer Develops Partnerships: report
Newspaper article from Grand Forks Herald: UND/ supercomputer
Technology Commercialization Matching Fund Application: Infrared Technologies, Inc.
TTI Financial Statements: 12-31-91, 1-31-92, 2-29-92, 4-30-92
TTI Status Report: 5-19-92
TTI Meeting of the Board of Directors: 12-19-91, 1-22-92, 3-17-92, 5-7-92, 4-2-92
TTI Meeting of Review Committee: 2-25-92
Memorandum of Agreement
TTI Proposal for Program Funding by the Univ. Business Assistance Network
Bylaws of TTI
State of N.D. Attorney General’s Opinion 92-06: 2-28-92
TTI Authorized Travel Sheets (blank)
Special Teleconference Meeting of the Board of Directors: 1-30-92
Application Summaries for January 22, 1992 meeting
Certificate of Incorporation of TTI
Articles of Incorporation of TTI
Technology Commercialization Matching Fund: rules and application guidelines
TTI Presentations by Fund Applicants: agenda 1-22-92
Economic Development at NDSU Presentation
Power Train Performance Study- Phase 1
Heat-Ray: description and results
Marketing Plan for the Heat-Ray Diesel Fuel Heater
N.D. Technology Commercialization Matching Fund Application Procedures
Agriculture Products Utilization Commission: Utilization and Market Research Grants
application form: NDSU and UND
Executive Summary
Micro-Automated Injection Systems, Inc. Product and Service Profile, Technical
proposal, and final report on EPA Contract #68d00032
Proposal for N.D. Development Corporation: request funds for Phase I development
of Variable Valve Timing Device
CICD review and request for funds
N.D. Technology Corporation: 9-5-91
The N.D. Science and Technology Corporation including program funding and rules and
application guidelines for technology commercialization matching fund
Senate Bill No. 2058
Position Profile: N.D. Department of Economic Development and Finance
Value Added Agriculture for N.D.
Science and Technology Task Force
Certificate of Appointment of Jim Ozbun to the Office of Member, N.D. Science and
Technology Corp.
Application for Boards and Commissions Office of the Governor: Jim Ozbun
Statement of Interests: Jim Ozbun
Oath of Office of Member N.D. Science and Technology Corp. certificate: Jim Ozbun

6/16 NASULGC Executive Committee (3 individual folders) – 1991-1992

Memos

Bylaws of the National Association of State Universities and College: draft 6-17-92

A Brief Summary of the New NASULGC Organization: draft June 1992

Statement of the Federal Deficit
Research Universities and Their Future: draft #3 3-20-92
NASULGC Executive Committee: preliminary agenda & final agenda 4-6-92
NASULGC Executive Committee: Minutes of the meeting 11-10-91
Directory of Committees Commission on International Affairs
Testimony: Appropriations Subcommittee on Rural Development, Agriculture and Related Agencies: US House of Representatives 4-6-92
Public Higher Education: A Report from the Front Lines 4-7-92
The Crisis in Public Higher Education: A Report from the Front Lines
National Association of State Univs. and Land-Grant Colleges: balance sheet 12-31-91
Nat'l Association of State Univs. & Land-Grant Colleges financial statements 12-31-91
Resolution for Affiliation of the National Association of System Heads with the American Association of State Colleges and Univs. And the National Association of State Univs. And Land-Grant Colleges
Action Item for NASULGC Executive Committee
Appointment of Commission Chairs
Proposed By-laws Changes Regarding Structure of Executive Committee and Senate
AASCU/NASULGC Linkages Committee: minutes 2-10-92
Office of Government Affairs Quarterly Report
NASULGC Executive Committee Response Form: Jim Ozburn
Interim Executive Committee Commission on Food, Environment and Renewable Resources: notes on meeting 3-1-92
1992 NASULGC Executive Committee Meeting Dates
1992 NASULGC Executive Committee Members
C. Peter Magrath, President of NASULGC: statement on the crisis in Public Higher Education 4-7-92
NASULGC '92: People and Programs
Commission on the Urban Agenda: draft 4-9-92

BOX 7

7/1 NASULGC-Division of Agriculture Task Force on Environment Affairs (JLO Chairman) (5 individual folders) – 1991
Memos
Task Force on NASULGC Reorganization: meeting notes 11-12-91
Faxes
Meeting of Division of Agriculture: minutes 5-7-91
Proposed Rules of Operation: Commission on food, environment, and renewable resources: Dec. 1991 (many copies with editing marks)
The Role of Extension in the Land-Grant University: report
Plan for the Implementation of the Charter for the Nineties and Beyond
NASULGC Executive Committee: final agenda
Task Force: Draft of the Rules of Operation
Example of a Board Structure
Summary of comments on the proposed reorganization
National Association of State Universities and Land-Grant Colleges
Rationale for the New Structure
Travel Expense Reimbursement Form with receipts: Jim Ozburn
Commission on Food and Environmental Affairs: draft
ESCOPE Review of Proposed Reorganization of NASULGC

Report of the Commission on Home Economics
Written responses to Rules of Operation
Background of Academic Veterinary Medicine
Letters concerning the reorganization of NASULGC

- 7/2 President-Agassiz Club – 1991-1992
Memos
Application for Agassiz Club Membership
Agassiz Club Meeting: minutes 9-17-91, 10-22-91, 1-22-92, 2-18-92, 3-19-92
Agassiz Club Membership List 1992
- 7/3 President-Recommendations (3 individual folders)– 1991-1992
Memos
Application for Assistant Professor of Biology at Bismarck State College: Bernard Schafer
Application for Vice President for External Relations at Univ. of Minnesota: Minneapolis
Letters requesting recommendations
Position Descriptions at various colleges and universities
Correspondence
- 7/4 Assistant to the President (4 individual folders)– 1991-1992
Memos
Responsibilities of positions at NDSU
TQI financial information 7-30-92
1992 State Tour Evaluation
Thank-you letters sent to the different stops on the state tour
State Tour Guide Names/Addresses
Future Academic Computing Technology (Fact) Project Plan: June 1992
Thank-you letters sent to individuals who served as a network support person during the state legislative session for NDSU: 3-5-92
NDSU Telecommunications and Technology Coordination Issues
NDSU Congressional Support: Facilities
NDSU State Tour Itinerary and information: 5-29-91
1991 Women’s Cross-Country Roster: Summer Mailing Addresses
HECN Academic Distributed Computing Advisory Committee Meeting Minutes
TQM-University Challenge
Center for Lifelong Learning at NDSU: Executive Summary
NDSU Total Quality Improvement Project Process Model
Total Quality Improvement Budget 1991-92
Chancellor Doug Treadway/Patricia Hill Visit: itinerary 9-4-91
Fargo Area Dollars for Scholars Board of Trustees: meeting minutes
Total Quality Management: meeting agenda, participants, meeting minutes 7-17-91
Proposed President’s Office Design
Computer Center Budget Analysis
Campus Technology Committee information
- 7/5 President Speaking Invitations – 1991-1992
- 7/6 President-General Correspondence (1991-92) (6 individual folders)– 1991-1992
Memos
Tentative Itinerary: Million Dollar Tour West

Information on Cornell Campaign: Cornell University
Areas in which NDSU leads the Nation or Numbers among the top ten
Letters acknowledging receipt of invitations and letters: President's response
Agriservices Foundation memos concerning the USSR
Fleishman-Hillard Europe brochure
Inside PR: magazine of integrated marketing
Fleishman-Hillard Inc.: corporate philosophy
Fleishman-Hillard's Government Relations Division
L.L. Olson resume
1991 Ag Highlights: commemorative issue
Agri-World Service Company brochure
25th SDSU Beef Bowl: schedule of events
Thomas D. Powers resume
NCA-4 State Report (suggested format) and meeting agenda
Mando Mohamed A. Shehata resume
World Media Foundation: Opinion Leaders Delegation to South Africa
MetLife Executive Deferred Compensation (design example)
The Chronicle of Higher Education: "A Marshall Plan for Higher Education in the Soviet Union would work toward ending the cold war once and for all"
Slate report for the 102nd Congress
House Appropriations Committee: members
The University's First Alumnus President -Henry Koffler
Presidential Contract
Invitation and Information on The International (golf tournament)
The International 8-17-91: groupings and starting times
The International brochure
The International guest guide

7/7 V.P. Retreat July 10-11, 1991
Letters and memos
The Year in Review for the Division of Student Affairs 90-91 NDSU
NDSU Strategic Communications Plan: draft stage 9-90
Complying with the Campus Security Act-1990: report
Voices of Opportunity for the Division of Student Affairs at NDSU: report
Project Tatonka: A proposal to corporate partners 6-11-91

7/8 Commencement-1991
Letters and memos
Commencement and baccalaureate script
Invitation list
Checklist
Commencement and baccalaureate programs
Invoices
Task list for commencement and baccalaureate

7/9 State Tour 1991
Letters and memos
Pictures of the State Tour Group with names on the back
1991 State Tour participants
1991 NDSU State Tour Itinerary
1991 State Tour Evaluation

Bills and invoices

- 7/10 Appreciation Dinner April 26, 1991-Fargo Country Club – 1991
 - Letters and memos
 - RSVP's
 - Invitations
 - Administration Attending list
 - Invoices
 - Table seating
 - Legislative Appreciation Dinner Host List 4-26-91

- 7/11 Bill Status System – 1991-1995
 - Letters and memos
 - Legislative Document Subscription Service 1995
 - NDUS Legislative Bill Tracking System 12-14-94
 - Bill Status Inquiry System Manual
 - Legislative Bill Status System User Manual 1-11-91

- 7/12 Homecoming-1991 (3 folders) – 1991
 - Letters and memos
 - "Frontiers" NDSU Magazine-summer 1991
 - 1991 Homecoming activities
 - 1991 Homecoming Information
 - Partners in Promoting Excellence: St. Luke's Hospitals Meritcare & NDSU
 - "The Bison Beat Lives On

- 7/13 Centennial Tree Bowl – 1991-1993
- 7/14 Congressional Projects - 1991-1992
- 7/15 Lawrence Welk - 1991-1993

BOX 8

- 8/1 Kiwanis – 1992
 - Information on Kiwanis Pancake Day Tickets

- 8/2 Dean Rosenberg – 1992
 - Letters expressing concerns about sponsoring Derek Humphrey at the NDSU Health and Aging Seminar
 - Facts Sheet: College of Pharmacy's 4th Annual Health and Aging Seminar

- 8/3 North Dakota University System Memos – 1992-1995 (2 individual folders)
 - Capital Budget hearings
 - Capital Construction priorities 1993-1995
 - 1993-1995 Major Capital Projects
 - Frequent flyer policy
 - Audit Reviews
 - Report of Administrative Affairs Officers: Biennial Budget issues
 - PERS Proposal for Employee Assistance Program

Administrative Streamlining Project

- 8/4 Pharmacy-other - 1992
 - Memos
 - NDSU College of Pharmacy application for Pharm. D. Clerkship
 - NDSU College of Pharmacy semester conversion professional program
 - Ambulatory Care Clerkship
 - Prescription Quality Review
 - Ph. 401: Consultation Role Playing Evaluation Form
 - Courtesy Safety Review of the North Dakota State Toxicology Laboratory: 03-13-92

- 8/5 University Studies-other – 1992
 - NDSU Newsletter: Fall Quarter
 - Delegation of Contract Approval Authority

- 8/6 Bennett (Edith & Dana) Ag Round Table – 1992
 - Announcement Farm Foundation’s Bennett Agricultural Round Table Summer & Winter Meetings/Optional Activities

- 8/7 Lawrence Welk (4 individual folders) – 1992-1994
 - Memos
 - Letters of thank you for hospitality at the Grand Opening of the Welk Resort Center
 - Brochures for the Welk Resort Center
 - Agendas information concerning weekends at Welk Resort
 - Invitations to Welk Functions
 - Historical Information on the Welk Family
 - Norma Zimmer National Fan Club Bulletins from Jan 1978 and up
 - Forbidden for 50 years we are writing to our relatives in America: letters from Madhaus Gunthner
 - North Dakota Horizons: winter 1994
 - Lawrence Welk Theater and Resort Complex to be Built in Branson
 - The Forum 92 Index: Fargo-Moorhead
 - Article from the Grand Forks Herald: Welk comes home 2-18-93
 - Page of “Population Bulletin” 11-92
 - From the Heart: A Tribute to Lawrence Welk & The American Dream
 - Fargo Heritage Society Newsletter 9-92

- 8/8 Experiment Station-Other – 1992-1993
 - Memos
 - Grant Application - Facilities Project: NDSU
 - Testimony by Dr. R. Rodney Foil on Review of the US dept. of Agriculture proposed reorganization 10-13-93
 - Distribution of NRI Grants Program-1993
 - Food Processing Pilot Plant Northern Crops Institute NDSU
 - Request for Proposals to the Northern Plains International Trade Research Program
 - Cash receipt and expenditure information, 1992
 - NSF Data

- 8/9 North Dakota University System Chancellor (2 individual folders) – 1992-1994
 - Memos
 - Jim Ozbun- Pres. Of NDSU annual review with Chancellor 1992-93
 - Candidates for the position of Chancellor

Final Consultant's Report 3-25-94
 NDUS Chancellor's Search brochure
 NDUS Sate Board of Higher Education: Chancellor's Report 1992-93
 Desired Chancellor Characteristics
 NDUS Qualifications sought in the Chancellor
 NDUS Seven-Year Plan Progress Notes
 Chancellor Treadway Announces Resignation
 Performance Audit: Motor Pool Services ND Dept. of Transportation and the ND Univ. system Issued 10-1-93
 NDUS 1993-94 Chancellor's Goals
 J.W. Smith-Executive Dean, NDSU Bottineau Priorities &Goals 1992-93

- 8/10 Board of Higher Education meeting at NDSU Dec. 17-18, 1992 - 1992
 Memos
 NDSU Dining Services Request for Catering 12-16-92, 12-17-92, 12-18-92
 Notes and sketches on how to set the food up
 BHE-NDSU Session: Participants and NDUS Board Members
- 8/11 Action Agenda Implementation Manual - 1992
 Memo
 Implementation Management Manual action agenda for the 90s
- 8/12 North Dakota University System Salary Committee – 1992-1993
 NDUS Trade/Technical/Support Staff Salary Survey & Recommendation 3-92
 NDUS faculty and Professional Staff Salary recommendation for 1993-95
 Three Percent Unfunded Salary Increase Effective 7-1-94
- 8/13 North Dakota Univ. System Memos (3 individual folders)– 1992-1995
 Memo
 Analysis of Capital Projects
 NDUS General Fund Approp. Adj. for Inflation graph
 NDUS Resident tuition rates at UND/NDSU graph
 1995-97 Budget Request Guidelines
 Cabinet Recommendation on 1995-97 Budget Request
 Article on Administrative Streamlining
 Governor Inquiry 5-4-94
 State Grant Program 1994-95
 1993-94 Annual total resident undergraduate charges-Regional comparison
 North Dakota State Board of Higher Education Policy Manual: 1911 Recycling Program
 Soliah Proposal on Students Attending Multiple Institutions, Etc.
 Article: "U of M seeks funds for innovations" Grand Forks Herald 2-13-94
 1993-94 State Grant Program Facts
 Allocations from disabled student services fund
 Updated Board and Cabinet decision schedule 1-24-94
 Progress Notes for Seven Year Plan 1990-2001
 Support Budget Formula and a recommendation on 1995-97 Biennial Budget request guidelines
 Guidelines for Board of Higher Education member per diem and travel reimbursement
 Capital Projects Criteria and Process
 Amendment to Policy 805.2

Chancellor's Cabinet Meeting minutes 10-6-92
Robert Woodbury's Comments as he leaves the position of Chancellor of the Univ. of
Maine System
Process for receiving reports and recommendations for 1995-97 biennial budget salary
adjustment
Information to order the Tribal college Journal
Program Mapping Meeting 7-30-93
Article on Computer Fees from the 7-14-93 issue of The Chronicle of Higher Education

- 8/14 President General Correspondence (1992-93) (7 individual folders) – 1992-1993
- Memos
 - Summary Findings-The constraints of Sunshine Laws on college presidential searches
 - 1993 Pace Fund-Community Percentage factors
 - A letter concerning the funding management, and professional responsibility and degradation
 - Statement in support of United States rejoining UNESCO
 - Results from the Questionnaire for Colleges and Universities
 - Burlington Northern Foundation Faculty Achievement Award information
 - News Release-USDA WSU scientist elected to National Academy of Sciences
 - Letters of congratulations to those advisers recognized by the Mortar Board 4-19-93
 - Letters of congratulations to those who received the Meritorious Service Award
 - University of Akron Presidential Inaugural celebration invitations and information
 - California State University Presidential Inaugural celebration invitation and information
 - What is UNESCO brochure
 - Letters of congratulations to those promoted to Associate Professor
 - Invitation to Presidential Inauguration at Tufts University
 - Letter and information concerning an offer as a potential presidential candidate extended to President Ozburn at California State University
 - Mark V. Shimelonis resume
 - Tender Kuts brochure
 - Information relative to the budget situation in Montana
 - Record of Policy Actions of the Federal Open Market Committee-minutes 12-22-93
 - Information on Marathon Team
 - Scottsdale Science Magazine
 - Information involving International Ag-tech School in Ukraine/Russia
 - Invitation to the Presidential inauguration at Jackson State University
 - Letters of Congratulations to those recognized and honored during Women's Week
 - From Solitude to Opportunity: an inaugural address by Herman D. Lujan Univ. of Northern Colorado
 - North Dakota Soybean Growers Association Adopted Resolutions-1992
 - News Release: Morningside College names new President
 - Invitation to Presidential Inauguration at Florida State University
 - Faculty Ethics Policies: Summary table of policies by Carnegie classifications
 - Article from the North Dakota Intelligeneer
 - Invitation and information to the International Science Education as a Function of Politics by Karl Kottman, Ph.D.
- 8/15 President – Correspondence General II (Four Folders) – 1992-1994
- 8/16 President's Council (4 folders)– 1992-1994
- Memos and letters

- Members of President's Council
- President's Council minutes: 1-25-93, 2-16-93, 3-29-93, 4-15-93, 8-16-93, 10-18-93, 11-8-93, 12-13-93, 1-24-94, 3-28-94,
- Policy change sheet
- A Report 8-12-93 prepared by a task force appointed by Pres. Ozbun
- Right and Responsibilities of Community: A code of student conduct July 1993
- Guidelines for International Agreements
- Alumni Media
- Building Relations: a report from the NDSU Alumni Association
- Commencement plans May 1994
- Report of President's Council Sub-Committee on Outreach
- Final Report: Budget Review Committee 5-17-93
- Early Retirement Policy (703.1) changes 12-14-92
- Guidelines for program reorganization, consolidation, reduction or termination
- NDSU Policy statement and regulations on the use of alcohol and other drugs by students, faculty and staff March 1992
- A comparative presentation of data from students not returning to NDSU 90-91: draft
- N.D. Univ. System: trade, technical, support staff salary survey & recommendation
- N.D. Univ. System faculty and professional staff salary recommendation for 1993-95
- 8/17 V.P. Retreat Nov. 1-2, 1992
 - Letters and memos
 - Matriculation Fee Concept
 - VP Retreat agenda
 - NDSU Century II: Update '92: report
- 8/18 Vice President Retreat-1992
 - Letters and memos
 - Committees
 - NDSU Public Relations Program
 - Summary of Accomplishments, Academic Affairs and Proposed Goals, 1992-93
 - Division of Student Affairs Accomplishments 6-11-92
 - Department of Business and Finance Accomplishments 1991-92
 - Division of Student Affairs Goals 1992-93 Division wide and personal
- 8/19 SU 2000 Program – 1992
 - Letters and memos
 - NDSU SU 2000 Campaign: Preliminary case for support
 - Detail Activity Phase I-SU 2000 Program
 - 2000 Phase Overview
- 8/20 Spring Gala – 1992-1994
 - Letters and memos
 - Pictures of gala
 - Madrigal's mailing list
 - Team Makers, Inc 1993-94 Board of Directors
 - President's Advisory Council 1991-92 Membership
 - NDSU Alumni Association Board of Directors 7-1-92
 - NDSU Development Foundation Board of Trustees
 - Opera mailing list

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- 9/1 Commencement-1992
 - Letters and memos
 - Commencement and baccalaureate script
 - Invitation list
 - Checklist
 - Commencement and baccalaureate script programs
 - Invoices
 - Honorary Doctorate dinner list
 - Task list

- 9/2 Legislative Council Budget Tour Sept. 25, 1992
 - Letter
 - Legislative Tour Group Luncheon '92 attendance list and those not in attendance

- 9/3 State Tour 1992
 - Letters and memos
 - 1992 State Tour Evaluation
 - 1992 State Tour Itinerary
 - Newspaper articles about State Tour
 - State Tour Guide Names/Addresses
 - Phone messages
 - 1991 NDSU State Tour Itinerary
 - 1992 Faculty State Tour Participants
 - New Faculty names and numbers

- 9/4 Homecoming – 1992
- 9/5 Congratulatory letters to elected/re-elected legislators - November 1992
- 9/6 China & Hong Kong visits - 1992-1993
- 9/7 NASULGC - Distance Education & Telecommunications - 1992-1993
- 9/8 NASULGC - Executive Committee - 1992-1993
- 9/9 NASULGC - Commission on Food, Environment, and Renewable Resources - 1992-1993
- 9/10 President Ozbun Holiday Greeting Cards – 1993-1994
- 9/11 Task Force on Agriculture – 1993
- 9/12 Ozbun Parody Writings – 1993
- 9/13 Chancellor’s Cabinet (9 individual folders)– 1993-1995
 - Memos
 - UND Lake Region New Program Proposal 10-7-93
 - Valley City State Univ. New Program Request: Dept. of Music
 - Valley City State Univ. New Program Request: Divisions of fine art, Division of business
 - Summary of Amendments to SBHE Policy 605
 - Academic Freedom and Tenure; Academic Appointments Section: 605.1
 - Standing Committee on Faculty Rights; Special Review Committee Section: 605.2
 - Nonrenewal, Termination or Dismissal of Faculty Section: 605.3
 - Hearings and Appeals Section 605.4
 - North Dakota Univ. System (NDUS): Staff Salary Survey & Recommendation

Cabinet Minutes: 2-17-93, 8-31-93, 10-13-93, 11-29-93, 1-5-94, 3-7-94, 3-29-94, 4-12-94, and 5-20-94

Options Relative to Salary Increases

NDUS Cabinet Recommendation on 1995-97 Budget Request

Policy Amendments Section: 918 & 919

N. D. Higher Education Computer Network HECN-SIS Streamlining Proposal 5-94

NDUS Errors & Omission Claims Summary

NDUS Errors and Omissions Liability

IVN Forums

Budget: NDUS' role in serving business/industry, worker competencies & future trends

ND's work force initiatives

Academic Program Focusing: a perspective

Proposed Cabinet Position on 1995-97 Budget Draft

NDUS Faculty Salary Report for 1995-97: 3-94

Outline for the Report on Tenure 2-14-94

President's Housing 3-3-94

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Program Fees Memo and the NDSU/MISU/UND Nursing proposal

Report to Chancellor's Cabinet Meeting: provided by College Technical Edu. Council

1994-95 Proposed annual Budget Guidelines

Tuition Pricing Strategies

Toward A User Centered Computing Environment: Executive Summary

Report to the State Board of Higher Edu. From the academic search consultation service regarding the search for Chancellor of the NDUS

Guidelines for Board of Higher Edu. Member per diem and travel reimbursement

NDUS Qualifications Sought in the Chancellor

State Postsecondary Review Entity (SPRE) Update

Recommendations for Honorary Degrees

Potential New On-Campus Academic Programs 12-1-93

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Oath for Teachers

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SPRE Consortium--Items for planned data/procedures inventory

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Principles for Budget Formulas

General Education Transfer Agreement

Proposed policy amendments Administrative Affairs Council

North Dakota State Board of Higher Education Policy Manual

NDUS Litigation Summary

Preliminary Report NDIEA Forums/Follow-up on Conferences

Notes on October 13, 1999 Cabinet Meeting

Report on Streamlining of Major Campus and System Financial/Administrative Affairs functions

NDUS Administrative Streamlining: A study of current payroll system redesign 10-93

Policies for Capital Project Submission and Review adopted by the State Board of Higher education 11-93

1993 Repairs and Maintenance projects: chancellor's recommendations

Proposed Library Project

A proposal for a New Dimension in Building Management Technology

NDSU Statement on Consensual Relationships
North Dakotas State Board of Higher Education Policy Manual: financial affairs
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Amendment to Policy 805.2
Report on Streamlining of Major Campus and System Financial/Administrative Affairs
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Capital projects: descriptions
Programs comprising allied health at NDSCS and the criteria used in evaluating the
alternatives under consideration
Minot State Univ.-Proposed New Program
UND- Proposed New Program
Article from Tribal College Journal
List of Community Attendees at Presidents Cabinet Luncheon
ND State Board of Higher Education Policy Manual: Transcript fees, tuition waiver
policies, employee tuition waiver policies, salary committees, early retirement
Three Percent Unfunded Salary Increase Effective 7-1-94
NDHECN Planning Committee: List of members
Appointments to State Grant Advisory Board 8-31-93

9/14 North Dakota Tribal Colleges – 1993-1994

Memos
1994 American Indian higher Education Conference agenda
Letters of Support for Tribal College programs
Information regarding the AMP Program
Testimony presented to the appropriations subcommittee on agriculture, U.S. House of
representatives: outreach and assistance for socially disadvantaged farmers and ranchers,
food, agriculture, conservation, and trade act of 1990 Title XXV, Section 2501 4-23-93
Justifications to grant the tribally controlled community colleges land-grant status
American Indian Higher Education Consortium
Nutrition Education at Fort Totten
Research Briefs vol. 1992
Getting There From Here: tribal colleges and reservation economic development
Article: Teaching to Empower

9/15 Tri-College University (5 individual folders) – 1993-1995

Memos
Personal Appointment Form: Jones, William M.
Tri-College Univ.(TCU) board of Directors' Meeting minutes: 5-4-93, 10-26-93, 2-9-94,
3-24-94, and 5-26-94
TCU East Asian committee minutes: 4-5-94
TCU Commissioners' Meeting minutes 10-14-93, 2-8-94
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Summary of Graduates by undergraduate major in all programs: Tri-college 1991-93
Summary of Accomplishments and Attempts July 1991 to June 1994
Ceres Hall Remodeling/Office relocation
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Agenda for March 24th, 1994 TCU board of Director's Meeting
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TCU Business Manager/Accountant Duties and Expectations 1994-95
Justification for the TCU Clinical Practicum Specialist position
TCU Nursing Operations budget
Fargo-Moorhead Symphony: Statement of Support, Revenue and Expenses 1994-95
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Nurse Newsletter Spring 1994
Operating Budget-Nursing
TRICE The TCU Newspaper Dec 1993
North Central Association of Colleges and Schools: Changes requested in affiliation status of TCU
TCU Registrars' Meeting minutes 10-20-93
TCU Required Communications
TCU Financial Statements for the years ended June 30, 1994 and 1993
TCU Audit of Federal Awards for the year ended June 30, 1993
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TCU Board of Directors' Meeting agenda 10-26-93
Article from Business Week 2-8-93: "The Virtual Corporation"
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TCU Annual Report 1992-93 Academic Year
TCU Commissioners Meeting agenda 10-14-93
Who Cares for Our Children brochure
Second Annual Membership meeting of RITA agenda 9-16-93
TCU Faculty Exchange Program

9/16 North Dakota University System Board Policies – 1993

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The Tuition Dilemma brochure
Policy revision: 403.1 Program Approval
ND State board of Higher Education Policy Manual: Section 610 Oath for Teachers, 606.1 Classification-Higher Education Employees, 703.1 Early retirement, 605 regulations academic freedom, tenure, and due process
Tuition Pricing Strategy Sub-Committee Meeting 11-18-93
Suggested amendments to policies governing selection/separation of employees

9/17 President's Agr. Task Force (2 individual folders) – 1993

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Recommendations for Ag VP Post being molded into final form
Interim VP for Agriculture and Outreach NDSU key Criteria
Future Agenda for Committee to Develop the Fine Structure for the College of Ag.
Report of President's Council Sub-Committee on Outreach
NDSU Task Force meeting with Univ. Administration 8-9-93
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Integration of agriculture/natural resources extension specialists into college of agriculture depts. 8-10-93
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 NDSU Dining Services request of catering service

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- 10/1 North Dakota University System Correspondence-General (2 individual files) – 1993-1994
 ND News: SBHE President Lokken Names search Committee
 Access to Technology within ND
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 ND State Board of Higher Edu. Policy manual: Section 820.4 Employee spouse/dependent tuition waiver
 Proposed 1994-95 Meeting Schedule State Board of Higher Edu.
 State of ND 28th Biennial Report July 1,1991-June 30, 1993
 1995-1997 Budget Presentation
 NDSU policy on communication proficiency
 Securities Commissioner Report Winter 1994
 AmeriCorps newsletter
 AGB Reports Article “Trustees and Transfer: Asking the Right Questions” 9-91
 NDUS Academic Programs Lead Institutions
 Eisenhower mathematics and science education act NDUS funded projects 1994
 Policy Perspectives Newsletter 11-93
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 List of people running for classified and non-classified
 ND College and Univ. Administrative Affairs Council meeting at Bismarck State College
 Reporting of Grants and Contracts
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- 10/2 North Dakota University System Agr Consultation Board – 1993-1994
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- 10/3 NDSU/NDSCS Administrative and Academic Consolidation - 1993
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 NDSCS/NDSU Academic Initiatives
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NDSUS/NDSU Collaboration Community Steering Committee meeting minutes 8-20-93
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- 10/4 Board of Higher Education meeting at NDSU Dec. 9-10, 1993 - 1993
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- 10/5 Board of Higher Education Workshop July 19-20, 1993 - 1993
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- 10/6 North Dakota Univ. System Routines (4 individual folders) – 1993-1995
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- 10/7 North Dakota Univ. System Minutes (5 individual folders) – 1993-1995
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NDUS 1993-94 Student Charges: A regional and national comparison
State Board of Higher Education meeting agenda January 19-21, 1994
1995-97 Budget Development and Formulas
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Agenda for Joint Meeting of State Board of Higher Education and State Board for
Vocational Education/State Board of Public School Education 1-21-94
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Changes made to N.D. State Board of Higher Education Policy Manual
Brief Overview of Enrollment Management Process to Date
State Board of Higher Education meeting agenda November 4-5, 1993

Changes made to the N.D. State board of Higher Education policy manual
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Joe Peltier Report to the Board 9-23-93
UND-Williston enrollment graphs
Academic Leadership Plans for MaSU/VCSU
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Appointments to State Grant Advisory Board
Statement given to the Minot State Univ. Student Senate 9-22-93
Information on EDA grant 9-22-93
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- 10/8 Correspondence (Retired Faculty and Staff) – 1993-1994
Letters from President Ozbun concerning retirement of staff and faculty of NDSU
Invitations to staff of faculty retirement parties
List of 1992-93 retired staff employees
- 10/9 Office of the President Budget Analyst-Gary Jallen – 1993-1995
Memos and Letters
NDSU Appropriation Summary 1993-95
Higher Education in Transition brochure
N.D. University System Parameters for Budget Formulas 1995-97 Biennium
N.D. University System inventory of administrative positions as of May 1993
- 10/10 Sonja Ozbun – 1993-1995
Letter to nominate Sonja Ozbun for the Blue Key Honorary Doctor of Service Award
A brief sketch of Birger Sandzen by Sonja Ozbun
“In the Eye of the Public” by Sonja Ozbun
- 10/11 VP for Agriculture & Univ. Outreach (General) – 1993-1994
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State Appropriation Analysis FY94 11-12-93
News release: Major new initiative targets U.S. Ag. and Food Systems Education
NDSU Agriculture paper 1993
- 10/12 Extension Director Search – 1993-1994
Search committee members
Letters and memos
- 10/13 Spring Gala – 1993

- Letters and memos
- Pictures of the gala
- Invoices for Gala programs, cards, envelopes, building use, catering, etc.
- Gala invitation list
- Draft of invitation
- List of no shows
- List of attendance
- Notes from April 29 meeting regarding spring gala pops concert
- Letters and memos
- Representatives and Senators 1991-92 (names and addresses)
- Advisory Board list
- PAC Alumni Development list (names and addresses)
- Spring Gala List of titles: draft
- Invoices
- Spring Gala "Pops" Concert program: draft

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- Commencement and baccalaureate script
- Invitation list
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- Commencement and baccalaureate programs
- Invoices
- NDSU Honorary Doctorates

10/15 State Tour 1993 (3 folders 34a-34c) - 1993

- Letters and memos
- 1993 State Tour evaluation forms
- Invoices
- 1993 Bus Tour Invitation List
- "Plains Folk" by Tom Isern
- 1993 State Tour participants
- ND highway map
- ND Horizon fall 1991 and winter 1992
- State Tour agenda

10/16 Untitled Three (4 folders 8a-8d) – 1993-1994

- Letters and memos
- Academic Council meeting minutes 12-12-94
- Request to establish a Center for Main Group Chemistry at NDSU
- NDSU Libraries: mission statement and strategic themes 1993
- Developing and Implementing Library Services for NDSU Distance Learners
- Independence, Accreditation, and the Public Interest: report 10-94

10/17 Planning Priorities and Resource Comm – Sharon Wallace (2 Folders) – 1993-1995

10/18 Institute for Life Long Learning Center – 1993

10/19 NDSU Construction Projects - 1993-1994

10/20 Zhengshou Grain College - People's Republic of China - 1993-1994

10/21 Correspondence with various Asian universities & scholars - 1993-1994

- 10/22 National Association of State Universities and Land-Grant Colleges (NASULGC) - Task Force on Tribal College & Land-Grant Status - 1993-1994
- 10/23 NASULGC - International Affairs Standing Committee - 1993-1994

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- 11/1 NASULGC - Industrial Extension Survey – 1993
- 11/2 NASULGC - General - 1993-1995
- 11/3 NASULGC - Board of Directors Meeting – 1993
- 11/4 NASULGC - Annual Meeting - Washington, D.C. – 1993
- 11/5 NASULGC - Commission on Food, Environment, and Renewable Resources - 1993-1996

- 11/6 NASULGC - Commission on Information Technologies – 1993
- 11/7 NASULGC - Council of Presidents - Meeting – 1993
- 11/8 NASULGC - Board of Directors - Meeting – 1993
- 11/9 NASULGC - Commission on Food, Environment, and Renewable Resources - 1993
- 11/10 NASULGC - Distance Education & Telecommunications Policy – 1993
- 11/11 EPSCoR – 1993
- 11/12 Task Force – 1993
- 11/13 North Dakota University System Correspondence, General (Three Folders) – 1994-1995
- 11/14 Division I Hockey – 1994
 - A Proposal for NDSU Division One Hockey
- 11/15 1994 Harvest Bowl – 1994
 - Harvest Bowl Executive Committee Meeting 2-18-94

- 11/16 North Dakota University System Committee on Administration (4 individual folders) - 1994
 - Memos
 - Consultation Board brochure
 - NDSU student center presidential interviews agenda 4-20
 - ND State Board of Higher Education Policy Manual: section 501.1 liquor in dormitories, 805.8.1 Transcript Fees, 902.9 Construction process-change orders, 902.1 Construction process-legislative approval; list of funding requests
 - Report on campus response to policy 609 communications proficiency
 - NDUS Faculty Salary Report for 1995-97 3-94
 - NDUS Staff Salary Survey & Recommendation
 - 1993-94 determination of unmet need
 - Report concerning errors and omissions coverage
 - NDUS Cabinet recommendation on 1995-97 budget request
 - Request for approval of Emeritus Status for retired faculty
 - New Program Request: Vocational Edu Composite Major (B.S.E) and Vocational-technical Edu. composite Major (B.S.)
 - Capital Budget Request 1995-97 NDSU 5-19-94
 - Analysis of Capital Projects 5-12-94
 - Campus master Plan Project
 - Capital Projects Summary
 - Tenure in the NDUS a report to the state Board of Higher Education 5-94
 - Request to initiate a programmatic fee for college of pharmacy students

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NDSU Confidentiality Justification
Proposal for a program fee for students in the programs of Architecture and Landscape
architecture and Interior design
NDSU-Bottineau Proposed new program: A.A.S. and a one-year diploma Medical office
assistant
UND-Lake Region Proposed new program: Associate of applied science in law
enforcement and three certificates in public safety telecommunicator, corrections officer,
and private security officer
Valley City State Univ. Proposed new programs: Minor in Business software
applications, Minor in Piano Pedagogy, Vocational-technical composite major, and
Minor in fine arts
Dickinson State Univ. Program termination request: Major in Earth Science and
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UND Program termination request: Major in home economics education, Major in visual
arts and Minor in driver and traffic safety education
UND departmental name change request
Bismarck State College request for construction, renovation and remodeling 6-9-94
NDUS Chancellor Semi-finalists

11/17 North Dakota University System Routines-other colleges (2 individual folders) – 1994

Minot State Univ. requested action: approval of tenure
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Bismarck State College requested action: approval of tenure
UND requested action: 800 Financial Affairs
Valley City State Univ. requested action
Valley City State Univ. New program request: Piano Pedagogy minor, Fine Arts minor,
Business software applications minor
NDSCS Facilities Plan 1994-2004
Report on the partnership with Mayville State Univ.
New Academic Program Request: minor in international business

11/18 President's Correspondence-General 94-95 (4 folders) – 1994-1995

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Christmas in April U.S.A. fact sheet and brochure
YMCA general information
Study of Faculty Development Grants Program 1989-1994
Partnership for environmental technology education (PETE) brochure
The vision of Alpha Tau Omega booklet
Phi Kappa Phi meeting minutes 02-14-95
The Third African-African American Summit brochure
The World Food Price Report 10-94
Letter from inmate requesting NDSU apparel
N.D. Special Olympics State Nominee Recognition Award presented to NDSU 9-24-94
The Conference Board Information
Curriculum vitae of Cynthia Spaeth
Antonen Consulting brochure

Boyce Thompson Institute for Plant Research annual report 1992
Installation of Gladys Johnston, Ph.D. as Chancellor of Univ. of Nebraska at Kearney

- 11/19 Correspondence-Congratulations (2 folders) – 1994-1995
Congratulatory letters from President Ozbun
The Inauguration of Eddie Moore, Jr. as President of Virginia State Univ.-program
- 11/20 March 30, Oregon State University – 1994-1995
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Oregon State University (OSU) Organizational Chart Directory 1-95
Report of interim visit to OSU for the commission on colleges of the NW Association
Copies of receipts of travel
Commission on Colleges annual report form 2-4-94
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- 11/21 President's Correspondence Recommendations (3 folders) – 1994-1995
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BSC Presidential Search brochure
Curriculum Vita of Richard A. Hanson, Ph. D.
Thank you letters to Ozbun for nominations
- 11/22 Office of the President-Budget Analyst Gary Jallen – 1994-1995
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NDSU Agriculture Summary 1995-97 Budget Request
NDSU analysis of vacant positions as of December 1994
NDSU Preliminary financial report for the year ended June 30, 1994
- 11/23 Office of the President-Communications – 1994
2 Letters
- 11/24 Vice President for Business & Finance-General 1994-1995
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- 12/1 Office of the President-University Relations – 1994
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Article: "Overcoming 'Hollowed' Collegiality"
Editorial: "Higher ed chancellor system needs more time" 7-5-94
- 12/2 Office of the President-Russ Slotten – 1994-1995
Northern Lights Council-Prospect File Listing
NDSU Development Foundation Grants & Allocations-General Fund

- 12/3 President's Office-Jean Strandness - 1994
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- 12/4 Office of the President-Vern Freech – 1994-1995
Memos and Letters
Letters of support for Ozbun's candidacy for the Registry for Interim College and Univ. Presidents
Outreach at NDSU-a report 10-21-94
5th Great Plains Symposium on World Agriculture Trade- 6-21-94

- 12/5 Agassiz Club – 1994-1995
Letters from State Bank of Fargo concerning the Agassiz Club

- 12/6 Jim Ozbun 94-95
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NDSU Academic Staff Oath
Jim Ozbun-President of NDSU-Annual review with chancellor 1992-93

- 12/7 Vice President for Business and Finance-Dick Rayl 94-95
Memos and Letters
Dept. of Public Instruction-School finance facts
NDSU Financial report 1994
Telephone counselor programs 9-23-93

- 12/8 Vice President for Ag. & University Outreach-General 94-95
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- 12/9 VP for Ag. & University Outreach-Brendan - 1994
News Brief-Donnelly steps down as VP, Anderson appointed interim successor
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- 12/10 Ag Consultation Board – 1994-1995
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Ag Consultation Board: minutes 7-12-94, 1-7-95, and 6-7-95
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NDSU Extension Service: Report to the Consultation Board
NDSU Extension Service brochures

- 12/11 Vice President for Student Affairs-George Wallman – 1994-1995
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- 12/12 Vice President for Student Affairs-General 94-95 (2 folders) – 1994-1995
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- 12/13 Vice President for Student Affairs-Housing – 1994-1995
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- 12/14 Vice President for Student Affairs-Memorial Union – 1994-1995
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- 12/15 Vice President for Student Affairs-Student Government – 1994-1995
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- 12/16 Farm Foundation – 1994-1995
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- 12/17 Greater North Dakota Association – 1994-1995
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- 12/18 IBM - 1994-1995
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- 12/19 Economic Development Commission – 1994-1995
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- 12/20 Fargo Chamber of Commerce – 1994-1995
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Fargo Chamber of Commerce membership report 1993-94

- 12/21 Fargo Chamber of Commerce (University Development Council) – 1994-1995
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- 12/22 Association of American Colleges – 1994-1995
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- 12/23 Fargo Chamber of Commerce (Community Round Table) – 1994-1995
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- 12/24 Fargo Chamber of Commerce-Finance Committee – 1994
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- 12/26 NSF-Engineering and Architecture – 1994-1995
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- 12/27 NSF-Science and Math – 1994-1995
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- 12/28 Red River Trade Corridor – 1994-1995
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- 12/29 Strategic Plan – 1994-1995
NDSU Century II Update '92 (3 copies)
- 12/30 United Way – 1994-1995
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- 12/31 University of North Dakota – 1994-1995
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- 12/32 Experiment Station-Robert Todd - 1994-1995
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- 12/33 Extension Interim Director-Robert Christman – 1994-1995
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- 12/24 Extension-Other – 1994-1995
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- 12/25 Northern Crops Institute-John Crabtree 94-95 (2 folders) – 1994-1995
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PRC University Level Feed Technology professors and feedmill managers further education and study mission to U.S.A.: report
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- 12/26 Dean of Ag. (Lowell Satterlee) – 1994-1995
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- 12/27 College of Agriculture-Other – 1994-1995
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- 12/28 College of Business-Other – 1994-1995
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- 12/29 College of Business Administration -Harriette McCaul - 1994-1995
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- 12/30 College of Engineering and Architecture-Other – 1994-1995
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- 12/31 College of Engineering and Architecture-Don Richard – 1994-1995
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- 12/32 Annual Report – 1994
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- 12/33 Vice President’s Retreat Dec. 1-2, 1994
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- 12/34 Vice President’s Retreat August 17-18, 1994
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- 12/35 President's Council Nov. 21, 1994 (1:30) – 1994
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- 12/36 Board of Directors NRI – 1994-1995
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- 13/1 Board of Directors-First Bank – 1994
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- 13/2 President's Council – 1994-1995
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- 13/3 NDUS-Board Minutes – 1994-1995
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- 13/4 Suggested Amendments to Policy from V.P.'s 1994-95
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- 13/5 North Dakota University System-Salary Commitment 1994-95
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- 13/6 North Dakota University System-WICHE 1994-95
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- 13/7 North Dakota Tribal Colleges - 1994

- 13/8 Upper Great Plains Transportation Institute – 1994-1995
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 - Tribal Nations Advisory Council agenda 12-15-94
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 - UGPTI 1994-95 Annual Report
 - N.D. Lifelong Learning Telecommunications System: report
 - Lifelong Learning Telecommunications Pilot Project
 - Transportation News: 7-94,10-94, 2-95
 - Logistics as a Tool for Economic Development: report
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- 13/9 Agriculture Commodities Group 94-95 (3 folders) – 1994-1995
 - Memos and letters
 - Maps
 - Regional Cooperation: report
 - Region-State Implementation: report
 - Regional Economic Development: report
 - Education: report
 - Education Collaboration Options: report
 - Regional Highway System Deficiencies: report
 - The Agriculture Extension Service: report
 - Statement of the Institute of Food Technologies: Need for more research and education in value-added food products
 - Overview of the Upper Great Plains Transportation Institute
 - Cargill News
 - Newspaper articles
 - “Technology Transfer from Research Laboratories to the Commercial Marketplace”
 - Grainmen’s Mirror 7-95
 - Why Invest in CLIFCO New Energy: report
 - A Tax Guide for College and University Presidents

- 13/10 Chancellor Larry Isaak – 1994-1995
 - Letters and memos
 - Tenure discussion questions
 - Report of Conference Committee 4-7-95
 - N.D. House Concurrent Resolution No. 3026 & 3011
 - News Release: N.D. EPSCoR Helps Students and Business

- 13/11 Legislative Council – 1994-1995
 - Letters and memos
 - N.D. Legislative Council interim committees and studies tentative committee list 95-96
 - Budget Section’s Eastern Tour Group agenda
 - N.D. Taxes: a comparison with the past and with our neighbors

- 13/12 Chancellor’s Cabinet Dec. 14, 1994
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 - Cabinet agenda: 12-14-94
 - N.D. State Board of Higher Education Policy manual: selected sections

- 13/13 N.D. Colleges 94-95 (2 folders) – 1994-1995
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Council of College Faculties minutes: 9-8-94
Northwest Technical College Executive Summary Institutional Self-study 1994
Mayville State University brochure
- 13/14 North Dakota University System-7 year plan 1994-95
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- 13/15 Chancellor's Cabinet 94-95 (2 folders) – 1994-1995
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- 13/16 Chancellor's Cabinet Nov. 3, 1994
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- 13/17 Board of Higher Education Meeting (Wahpeton, N.D.) July 10-12, 1994
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- 13/18 Motor Pool – 1994-1995
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- 13/19 NDUS- B routines – 1994-1995
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- 13/20 State Board of Higher Education Dec 15, 1994
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- 13/21 Board of Higher Education Sept. 15-16, 1994
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- 13/22 Chancellor's Cabinet June 29-30, 1994
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- 13/23 Conference Call SBHE Aug. 5, 1994
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- 13/24 North Dakota University System Budget 1994-95 (3 folders) – 1994-1995
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- 13/25 Budget Hearings Sept. 30, 1994
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- 13/26 Higher Education Survey - 1994
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- 13/27 North Dakota University System – 1994
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- 13/28 Chancellor's Cabinet Conference Call Oct. 13, 1994
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- 13/29 Chancellor's Cabinet Sept. 14, 1994
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- 13/30 Chancellor's Cabinet Aug. 30, 1994
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- 13/32 Legislative Council tour Sept 27, 1994
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- 13/33 Legislative – 1994-1995

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- 14/1 Commencement-1994 (2 folders) – 1994
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 - Fargo Country Club Menu Quotation and Contract
 - 1994 Final Commencement Faculty Procession Roster
 - Honorary Doctorate Dinner 5-13-94
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 - 1994 Commencement Program
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 - NDSU College of Pharmacy Hooding & Honors Convocation 5-13-94
 - Commencement marching order
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- 14/1a Commencement – 1995
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- 14/2 Associate Vice President for Academic Affairs-Dick Hanson 1994-1995 (2 Folders)
 - Letters and memos
 - Tentative Bush Ethics Conference Schedule
 - List of Off Campus Attendees
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 - Glossary of Ethical Terms and Concepts: Botany-Biology Dept.
 - Faculty Development (newsletter) Winter 1995
 - ND Interactive Video Network: course listing Spring 1995
 - U S West Foundation Multimedia in Education Solicitation Guidelines
 - Bush Faculty Development Project: Institute on industry, ethics and human relations
- 14/3 CQI-Correspondence – 1994-1995
 - Letters and memos
- 14/4 CQI-Misc (3 folders) – 1994-1995
 - Letters and memos
 - Xerox Presents: Benchmarking for Superior Performance 5-4-94
 - Assessment, Quality, and Accreditation Conference 6-95
 - Poems by Rumi
 - CQI-What are the Barriers to Becoming a Learning Organization as a University
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 - CQI information through e-mail
- 14/5 Untitled One (2 folders) – 1994

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 CQI handouts, newspaper articles
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 President's CQI Task Force Meeting: minutes 10-4-94
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- 14/6 Untitled Two (2 folders) – 1994-1995
 - Letters and memos
 - Tips for Working with Reporters
 - Peer Institution Comparison 1993-94 University of SD
 - HECN Student Information Systems report

- 14/7 Graduate Studies and Research – Craig Schnell (3 Folders) – 1994-1995
- 14/8 Graduate Council – 1994-1995
- 14/9 Untitled Five – 1994
- 14/10 College of Human Development and Education – Virginia Clark – 1994-1995
- 14/11 College of Humanities and Social Sciences – 1994-1995
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- 14/13 Untitled Seven – 1994
- 14/14 North Central Conference Association – 1994-1995
- 14/15 National Collegiate Athletic Association (2 Folders) – 1994-1995
- 14/16 Athletic Director – Bob Entzion – 1994-1995
- 14/17 NCAA Convention – 1994-1995
- 14/18 Computer Center – Bonnie Neas – 1994-1995
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- 14/20 College of Math and Science – Dean Alan Fischer – 1994-1995
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- 14/23 College of Pharmacy – Other – 1994-1995
- 14/24 Untitled Six – 1994-1995
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- 14/27 Continuing Education – Richard Chenoweth – 1994-1995
- 14/28 Cooperative Education – 1994-1995
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- 14/30 Equal Employment Opportunity – Sandra Holbreek – 1994-1995
- 14/31 Financial Aid – Wayne Tesmer – 1994-1995
- 14/32 Fine Arts – Don Stowell (2 Folders) – 1994-1995
- 14/33 Human Resources Office – Teri Thorsen (2 Folders) – 1994-1995
- 14/34 Institute for Business and Industry Development – Wally Eide – 1994-1995

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- 15/1 International Support Services – 1994-1995

- 15/2 Library Director – John Beecher – 1994-1995
- 15/3 Military Science (AF ROTC) – 1994-1995
- 15/4 Military Science (Army ROTC) – 1994-1995
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- 15/6 Minority Student Affairs – 1994-1995
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- 15/8 Registrar’s Office – Alberta Dobry – 1994-1995
- 15/9 Tri-College (2 Folders) – 1994-1995
- 15/10 Mary McCannel Gunkelman Recognition Award – 1994-1995
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- 15/12 Legislative Lunch - NDSU campus - October 1994
- 15/13 Cass County Legislators Lunch - November 1994
- 15/14 NDSU Legislative Booklets - 2 September [different], 1 October 1994
- 15/15 Guilin Institute of Electronic Technology - People’s Republic of China - 1994-1996
- 15/16 Correspondence - State/Federal - Congressmen/Senators - ND, Government Officials - 1994-1995
- 15/17 Congratulatory letters to elected/re-elected legislators - November/December 1994
- 15/18 Government Correspondence - 1994-1996
- 15/19 NASULGC - Task Force on Tribal College & Land-Grant Status - 1994-1995
- 15/20 NASULGC - Annual Meeting - Chicago – 1994
- 15/21 NASULGC - General - 1994-1995
- 15/22 NASULGC - Commission on Food, Environment, and Renewable Resources - 1994-1995
- 15/23 V.P. for Academic Affairs - 1994-1995
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- 15/26 Quarter Century Club Dinner – 1995
- 15/27 President’s Council April 17, 1995
 - President’s Council Minutes: 4-17-95
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- 15/28 Kiwanis – 1995
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- 15/29 President’s Council March 20, 1995 (1:30) – 1995
 - President’s Council meeting agenda: 3-15-95
 - Family Educational Rights & Privacy Act (FERPA) Student Information Release Policy
- 15/30 President’s Council-May 22, 1995-Meinrcke Board Room – 1995
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 - President’s Council minutes 4-17-95
 - N.D. State Board of Higher Education Policy Manual: selected sections
 - NDSU Policy Manual: sections 152, 823
 - N.D. University System Bill Status Summary 4-10-95
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 - ADA Self-Evaluation Summary and Recommendations May 1995
- 15/31 SBHE April 24-25, 1995 (2 folders) – 1995
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- 15/32 Chancellor’s Cabinet-Conference Call March 15, 1995
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- 15/33 Appropriations Hearing Jan 12, 1995 (9:00) (2 folders) – 1995
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- 16/1 SBHE-May 31 & June 1, 1995
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- 16/2 SBHE & Chancellor’s Cabinet Workshop Dec. 16, 1995
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- 16/3 Presidential Search Committee (2 folders) - 1995
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- 16/4 Chancellor’s Cabinet April 12, 1995
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- 16/5 Chancellor's Cabinet-May 30-31, 1995
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- 16/6 Legislative Issues (4 folders) – 1995
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- 16/7 Board of Higher Education Meeting-Fargo March 17, 1995
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- 16/8 Board of Higher Education Feb. 2, 1995
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- 16/9 Chancellor's Cabinet Feb. 1, 1995
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- 16/10 New Faculty State Tour May 16-18, 1995
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- 16/11 Untitled Four – 1995
- 16/12 NCATE Visit March 27th – 1995
- 16/13 NCC – Sioux Falls, SD – 1995
- 16/14 Athletics – Other – 1995
- 16/15 NDUS Legislative Session – 1995
- 16/16 Tribute to the Ozbun's – 1995
- 16/17 Retirement Cards – 1995
- 16/18 Retirement letters - 1995

BOX 17

- 17/1 President's Office – Desk Diary - September 7, 1988- December 31, 1988
- 17/2 President's Office – Desk Diary – December 28, 1988 – January 2, 1990
- 173 President's Office – Desk Diary – January 2, 1990 – January 8, 1991
- 17/4 President's Office – Desk Diary – January 4, 1991 – January 4, 1992
- 17/5 President's Office – Desk Diary – January 4, 1993 – December 28, 1993
- 17/6 Engagement Calendars – 1988, 1989, 1990, 1991, 1992, 1993, 1994
- 17/6a Christmas/Holiday Cards – 1988-1994
- 17/7 Speeches – Jim Ozbun (1972-2008)
 - *Rotary Presentation (Club visits) – Jim Ozbun, District Governor, 2007-2008
 - **"University-Sponsored Research in North Dakota's Economic Development, and the Role Played by Graduate Students" – Jim Ozbun, President, NDSU
 - **"Building Community," St. John Lutheran, April 28, 2002
 - **"Home Economics and Agriculture: Partnership in a High Tech Society" – May 1984
 - **"Can Interactive video, fiber optics and the new technology help North Dakota to thrive and prosper? Yes, but it's no magic bullet." Address delivered in Minot, October 18, 1989
 - *A White Paper North Dakota State University and the North Dakota State University Development Foundation "An Essential Partnership." Presented to the NDSU Development Foundation Board of Trustees, by President Jim Ozbun, March 4, 1994

- *"North Dakota State University Past, Present and Future," overview by President Ozbun, Administrative Retreat, Carrington Research Experiment Station, June 25, 1990
- *"International Consulting by Faculty: An Administrator's View" J.L. Ozbun, Dean of the College of Agriculture and Home Economics, Washington State University, August 11, 1988.
- *Reflections from the year 2001 – A State of the University address delivered by President J.L. Ozbun, September 9, 1991, Festival Concert Hall, NDSU, Fargo (printed copy)
- *Background for President Ozbun's talk to Society of higher Education professionals, May 1, 1991
- *"Communications with Our Public" in *Communicating with Our Public*, joint \ administrative heads meeting, Land Grant Colleges of Agriculture in the Western United States, Reno, NV, July 1987
- *State of the University (handwritten) – September 12, 1988
- *"Today's Family, Today's Society" J.L. Ozbun, Dean, College of Agriculture and Home economics, WSU and President Designate, NDSU, Fargo, in *Washington's Land & People*, Spring 1988
- *"What's New in Vegetable Crop Department" (handwritten) – J.L. Ozbun – March 6, 1977
- *Presentation at Farm & Home Center, Monroe Co.(handwritten) – July 24, 1975
- *"Future of Extension" – Seminar Animal Science Department (handwritten) – October 27, 1975
- *"Vegetable Crops Department in Perspective" – Seminar – J.L. Ozbun, September 21, 1972
- *"Bill Worth's Retirement Dinner" – January 16, 1976
- *"Comments at the Animal Science Dinner" – J.L. Ozbun – n.d.
- "Where are we and Where are we going with Agricultural Extension programs in New York State," Monroe County – July 24, 1975
- *CEC presentation – January 5, 1976
- *"Welcome NRAES (handwritten) – August 21, 1975
- *"Reflections on the State of the University," J.L. Ozbun, Festival Concert Hall, September 13, 1994
- *"North Dakota State University at the turn of a Century," J.L. Ozbun inaugural address, September 14, 1989 (handwritten)

- 17/8 North Dakota State University - clippings -1989-1995
- 17/9 Cornell University– publications, newsletters, clippings – 1964-1976
- 17/10 University of Minnesota –publications, clippings – 1976-1981
- 17/11 Kansas State University – publications, clippings – 1981-1982
- 17/12 Washington State University – Clippings 1982-1988
- 17/13 Washington State – Entertaining – notes/cards – 1983-1987
- 17/14 Washington State – newsletters, notes, memos, letters – 1982-1988

Videos (All separated to NDSU Video/DVD/CD Collection)

- "The Day of the Bonanza" – Hiram Drache – Centennial Series – September 13, 1989 (100 NDSU)
- NDSU Marching Band Recruiting Tape – 3/18/1989
- North Dakota Legislative Session – February 16, 1995 (2 of 3 tapes)
- "Lighting the Prairie" – Richard L. Witz – Centennial Series – November 8, 1989 (100 NDSU)
- NDSU "A Living Legacy" – September 1989 (100 NDSU)

President's Home – before renovation (June 13, 1988), during renovation (July 1988), and one year later (July 26, 1989)

President Ozbun talking about the further integration of Extension into NDSU – Brendan Donnelly – 1993