

[Home](#)

## Finding Aid to the Vice President's Office for Business and Finance Records

**NDSU Vice President's Office for Business and Finance**  
Records, 1950-1980  
1.5 linear ft.

---

[History](#)

[Scope and Content](#)

[Box and Folder List](#)

### OVERVIEW

**Access:** The collection is open under the rules and regulations of the University Archives.

**Provenance:** Transferred to University Archives, 1993 (Acc 128).

**Property rights:** The University Archives owns the property rights to this collection.

**Copyrights:** Copyrights to this collection remain with the University Archives.

**Citation:** [Identification of item]. Vice President's Office for Business and Finance Records, University Archives, North Dakota State University, Fargo.

### HISTORY

The Office of the Vice President for Business and Finance was first organized as the University Controller in 1966, which at the time was held by H. D. Stockman. Before that time, the University's finances were handled by the NDSU (known at the time as North Dakota Agricultural College or NDAC) business manager. At first, the business manager and later the University controller controlled and oversaw the finances of the colleges and of the extension stations throughout North Dakota. Later in 1968, the University controller was reorganized into the present Vice President for Business and Finance, which undertook the responsibilities of the previous position and added other responsibilities.

The Office of the Vice President for Business and Finance undertook the areas of the Business Office, accounting, auditing, budget, contracts, grants, inventory control and purchasing, payroll, personnel,

physical plant, student loan collections, auxiliary services, and at the time 50% responsibility for Computer Operations on campus. All these responsibilities were restructured and reorganized into other departments in recent years, with residence life, dining services, and university bookstore being placed under the Vice President for Student Affairs and the Computer Operations being placed under the Vice President for Academic Affairs. With these changes, the current responsibilities of the Vice President for Business and Finance are accounting, budget, restricted fund accounting, purchasing and business services, Campus Police, Business Office, payroll, human resources, physical plant, and Student Loan Service Center.

The mission statement of the Vice President for Business and Finance is as follows:

The Business and Finance operations provide the administrative leadership, planning, and management for University financial affairs, human resources, purchasing, physical plant, and campus police. Business and Finance is committed to creating an environment that provides high quality support for the instruction, research, and outreach functions of the University.

(Information provided by Virginia Lepage, Assistant to the Vice President for Business and Finance – 4/30/01.)

**Note:** As of July 1, 2007, become Division of Finance and Administration

## SCOPE AND CONTENT

The first series in the collection is [Budget Reports](#). These include the Executive Budget for 1975-1977 and the budgets for 1955-1957 and 1957-1958.

The next series is entitled [Finances – General](#). Its contents are various reports to government and institutions concerning finances, budgets, and balance sheets for the University and the extension service property. It also composes the Social Security Adjustments of 1954-1956, the reorganization of OASIS of 1961, salaries and salary issues, summer school wages for 1961, laboratory fees for 1958-1961, and finally various correspondences dealing with financial issues from the State Board of Higher Education and other miscellaneous sources.

The [Purchases Series](#) is composed of two purchases of aircraft for the University. The aircraft, a U6A Beaver and a Cessna 310A, were purchased and delivered between 1971 and 1973.

The [Contributions and Grants Series](#) are composed of gifts to the University from various sources. These sources include Arni Helgason, Dr. and Mrs. Wilson Hunter, and Eastman Kodak. It also has legal briefs and correspondence regarding the disbursement of funds to NDSU/NDAC from the Pearson Estate and the correspondence to Mr. Burke Critchfield concerning his gift to the University. Finally, the last folder in this series contains grants from the federal government towards the School of Pharmacy and corporate contributions to the University by Glidden and General Electric Foundation.

The [Campus Committee Series](#) is minutes taken from the Campus Committee between September 20, 1968 to February 1, 1972 and from September 14, 1973 to March 14, 1975. The Vice President for Business and Finance held a position upon the Campus Committee, and these minutes go through the various meeting topics and decisions made by the Campus Committee. (Of note, there are missing dates in this series.)

The [North Dakota Land Grant Centennial Series](#) is a collection of correspondence dealing with the centennial of the Morrill Act of 1862, and celebration of the centennial at NDAC in 1962.

The [JESSI Program at NDAC Series](#) is a collection of correspondence and reports dealing with the 1958 Junior Engineers and Scientists Summer Institute at NDAC. Also has financial reports dealing with the event.

The [Correspondence Series](#) is various correspondences between various people within the North Dakota University System. These people include the President of NDSU, State Board of Higher Education, and Business Managers. It also includes miscellaneous correspondence and correspondence dealing with labor union activities on campus and the Supervised Study program between 1967-1969.

The final series is the [Construction and Improvements Series](#). It is composed of correspondence dealing with various buildings on campus such as the Memorial Union, the temporary housing located on campus between 1969-1974, the State Seed building, the old Naval Reserve Training Center which once was the buildings now used by the architecture and art departments, and other building improvements. The series also has plans, correspondence, and briefs dealing with the I-29/19<sup>th</sup> Avenue North interchange and the Burlington Northern Railroad underpass on 19<sup>th</sup> Avenue North and Dakota Drive/19<sup>th</sup> Avenue North intersection. Finally, the series also contains easements made to the City of Fargo on property located in Fargo and to Montana-Dakota Utilities on land in the Dickinson Experiment Station near Dickinson.

## BOX AND FOLDER LIST

### Box-Folder

#### **Box 1**

### Box Listing

#### **Budget Reports**

1/1	Finding Aid
1/2	Executive Budget (1975-1977)
1/3	Budgets (1955-1957)
1/4	Budgets (1957-1958)

#### **Finances-General**

1/5	Higher Education Management & Planning (1958-1959, 1960-1963)
1/6	N.D. Higher Education Budget Formula (1987-1991)
1/7	NDAC Educational Income and Expenditures (1949-1951)

1/8	Balance Sheets for NDAC (1958-1962)
1/9	Work Sheets Budget (1960-1961)
1/10	Annual Reports (1962-1965)
1/11	Experiment Station Financial Reports (1953-1958)
1/12	Social Security Adjustments (1954-1956)
1/13	OASIS (Jan 1961)
1/14	Salaries-Information (1961-1962)
1/15	Salary and Wage Reports (1961-1962)
1/16	Summer School (1961)
1/17	Salary Equity Adjustments (1977-1978)
1/18	Laboratory Fees (1958-1961)
1/19	Higher Education Correspondence (1953-1955)
1/20	Higher Education Correspondence (1961-1963)
1/21	Reports-Miscellaneous (1950-1960)

### **Purchases**

1/22	N 76-SU U6A Beaver (1971-1973)
1/23	N 75-SU Cessna 310A (1971-1973)

### **Contributions and Grants**

1/24	Bequests to NDSU (1967-1973)
1/25	Pearson Estate (1967-1973)
1/26	Critchfield (1969-1973)
1/27	Business and Federal Grants (1957)

### **Campus Committee**

1/28	Campus Committee Minutes (09/20/68-02/01/72)
1/29	Campus Committee (09/14/73-03/14/75)

### **North Dakota Land Grant Centennial**

1/30	N.D. Land Grant Centennial (1962)
------	-----------------------------------

### **JESSI Program at NDAC**

1/31	Scientists of Tomorrow (1958-1959)
------	------------------------------------

### **Box 2**

#### **Correspondence**

2/1	Board of Higher Education (Memos) (1955-1959)
2/2	President's Office (1966-1973)
2/3	Memorandums-Board of Higher Education Business Managers (1955-1958)
2/4	Misc. Correspondence (1962-1973)
2/5	Labor Union Correspondence (1965-1973)
2/6	Supervised Study (1967-1969)

### **Construction and Improvements**

2/7	Memorial Union Bond Retirement (1952)
2/8	Memorial Union (1956-1959)
2/9	Memorial Union (1969-1973)
2/10	DF Leasing Temporary Housing (1969-1974)
2/11	Naval Reserve Training Center (1968, 1983-1987)
2/12	Buildings-General (1980)
2/13	State Seed (1955-1973)
2/14	One Way Streets (1969-1973)
2/15	I-29/19 <sup>th</sup> Avenue North, BNRR/Dakota Drive (1977-1979)
2/16	I-29/19 <sup>th</sup> Avenue North, BNRR/Dakota Drive (1977-1979)
2/17	Main Station Easements (City of Fargo) (1976-1978)
2/18	Dickinson Experiment Station-MDU (1969-1971)