

[Home](#)

Finding Aid to the Physical Plant Director's Records

Physical Plant Director's Records

Director's, Physical Plant records, 1969-1993

1.5 l.f.

[History](#)

[Scope and Content](#)

[Box and Folder List](#)

OVERVIEW

Links: Finding Aid to the: [Physical Plant Records](#)

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

Provenance: Transferred to the University Archives in July of 1993 (Acc 154) by Gary Reinke, Director of Physical Plant.

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]. Physical Plant Director's Records, University Archives, North Dakota State University, Fargo.

HISTORY

The first record of building maintenance appeared in the Agricultural College Faculty Committee minutes for September 16, 1897. The committee discussed the need for "an annual outlay for repair of buildings" and passed a recommendation to the Board of Trustees that the financial expenditure should come from an additional student fee of one dollar per term.

Since then, the responsibilities for the maintenance and daily operation of the buildings and grounds of North Dakota State University have come under several positions. In 1909, Richard Kraft became the "Custodian of Buildings." At the same time, George L. Tibert became the Superintendent of Construction to oversee the rapid development of the campus as the institution's faculty and staff numbers began to swell. Responsibility for the Heating Plant (Power Plant) merged with those for the Buildings and Grounds Department during Erling Q. Thorson's twenty-

eight-year appointment. The present Physical Plant Department is a direct descendent of the Buildings and Grounds Department.

Supervisory responsibility for the Physical Plant passed from the President to the Business Office when it was created in 1948. In 1966, the University created the position of Comptroller, which managed many of the institution's financial aspects. In creating the position of Vice President for Business and Finance in 1969, the responsibilities of the Business Office—including the Physical Plant—were combined with half the responsibility for managing the Computing services on campus.

Physical Plant became Facilities Management on July 1, 2003. Today, Facilities Maintenance is responsible for the overall maintenance, operation, and construction of campus facilities and utilities. The director reports to the Vice President for Business and Finance, and oversees the business services, maintenance and construction, and the operations of facilities management.

SCOPE AND CONTENT

Two boxes of records were transferred to the University Archives in July of 1993 by Gary Reinke, Director of Physical Plant, who retired from that position in June 1996 after holding the position for 23 years of the 36 years he was affiliated with Physical Plant.

The records have been arranged in the original order as they were received, and any of the folders can contain information involving the director of the Physical Plant (1969-1992). The first series encompasses job classification studies (1970s), work requests, and other day-to-day operations and concerns that involved the Physical Plant Director. The Physical Facilities Committee (1965-1992), whose purpose was to identify our physical needs, establish priorities and make recommendations accordingly. Your responsibilities include planning and use and remodeling of present facilities as well as use and need for new facilities.” Letter (November 11, 1968) from NDSU President Loftsgard to the Committee members. The Committee was originally was made up of 5 members: Vice President for Academic Affairs, Comptroller, Superintendent of Building and Grounds, Chairman of the Architecture Department, and the Dean of Students. This Committee is no longer in existence. The Campus Committee (1969-1992), which was established in 1969 as a standing committee as per the Faculty Constitution and By-Laws , and later renamed the Campus Space and Facilities Committee, was responsible for providing campus-wide representation in decisions that relate to the campus physical environment. This Committee continues as a standing committee, of the University Senate (as per the Constitution and Bylaws of the University Senate, as amended February 21, 2008).

BOX AND FOLDER LISTING

Box 1

- 1 Finding Aid
- 2 Proposal for Job Classification System for Clerical Employees – 1970, 1973
- 3 Statewide Classification and Pay Study – memos, promotional rating form, physical plant position descriptions – May 1972

- 4 Job Study Committee; job grading/classification memos and correspondence; custodial examination and classifications; working rules and regulations - 1972
- 5 Job classification outlines for various physical plant employees – 1972
- 6 Physical Facilities Committee – minutes, letters, memos, plans, proposals – 1968-1974
- 7 Physical Facilities Committee – minutes, letters, memos, plans, proposals - 1974-1979
- 8 Physical Facilities Committee – minutes, letters, memos, plans, proposals - 1980-1981
- 9 Physical Facilities Committee – minutes, letters, memos, plans, proposals - 1981-1987
- 10 Physical Facilities Committee – minutes, letters, memos, plans, proposals - 1988-1992
- 11 Campus Committee – Proposed married student housing – drawing – c.1967
- 12 Campus Committee – Development Plan – NDSU – drawing – rev. October 1967
- 13 Campus Committee – Plan for Campus Development – 1969; Faculty Senate Constitution with responsibilities for Campus Committee – 1969
- 14 Campus Committee – memos, letters, minutes, proposals, plans – 1969-1970
- 15 Campus Committee – memos, letters, minutes, proposals, plans – 1971-1972
- 16 Campus Committee – memos, letters, minutes, proposals, plans – 1973-1974
- 17 Campus Committee – memos, letters, minutes, proposals, plans – 1975
- 18/19 Campus Committee – memos, letters, minutes, proposals, plans – 1976 (2 folders)
- 20 Campus Committee – memos, letters, minutes, proposals, plans – 1977-1978
- 21 Campus Committee – memos, letters, minutes, proposals, plans – 1979-1980
- 22 Campus Committee – memos, letters, minutes, proposals, plans – 1981-1982

Box 2

- 1 Campus Committee – memos, letters, minutes, proposals, plans – 1983-1987
- 2 Campus Committee – memos, letters, minutes, proposals, plans – 1988-1992
- 3 Supervisors Meeting Minutes/Notes, Memos – March 1977 – December 1978
- 4 Staff Meeting Notes/Minutes, Memos – January 1979 – December 1979
- 5 Staff Meeting Notes/Minutes, Memos – January 1980 – December 1980
- 6 Staff Meeting Notes/Minutes, Memos – January 1981 – June 1981
- 7 Work Requests, Job Orders – 1970
- 8 Work Requests, Job Orders – 1971
- 9 Work Request projections/completions – 1971-1972
- 10 Working Rules and Regulations – 1964-1968
- 11 Salary requests, wage scales, classifications – 1968-1974
- 12 Labor Laws – Fair Labor Standards/Affirmative Action - 1967-1973
- 13 Operating Budget - 1972-1975
- 14 City/NDSU Campus Police Agreements – 1977, 1990, 1991