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Guide to the San José State University and California State University Budget Office Records

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Processed by:

Kevin Turner

Date Completed:

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Encoded by:

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Descriptive Summary

Title: San José State University and California State University Budget Office Records

Dates: 1945-1989 **Bulk Dates:** 1960-1975

Collection number: MSS-2009-03-02 Creator: San José State University

Collection Size: 2 Paige boxes(2.5 linear feet) **Repository:** San José State University. Library.

San José, California 95192-0028

Abstract: The San José State University and California State University Budget Office Records 1945-1989 (bulk 1960-1975) document the administrative and financial activities of this branch of the university, which operates under the direction of the Associate Vice President for Finance. The records consist of various SJSU and CSU budget reports, such as the CSU section of the Governor's budget, minor construction budget requests, proposed 5-year capital overlays, and budget requests from the Associated Students. The records also contain administrative and financial reports including topics such as CSU accreditation, library development and campus structural maintenance. This collection is arranged into two series: Series I. SJSU and CSU Budget Reports, 1945-1978; and Series II. SJSU and CSU Administrative and Annual Reports, 1950-1989.

Physical location: For current information on the location of these materials, please consult the Library's online catalog.

Languages: Languages represented in the collection: English

Access

The collection is open for research.

Publication Rights

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Preferred Citation

San José State University and California State University Budget Office Records, MSS-2009-03-02, San José State University Library Special Collections & Archives.

Processing Information

Collection processed by Kevin Turner. Finding aid EAD encoded by Mary Ellen Petrich. Reviewed by Danelle Moon and Erin Louthen.

Project Information

This finding aid was created as part of the Survey and Cataloging Project, a two-year San José State University Library grant project funded by the National Historical Publications and Records Commission. The project began in 2008. The Project Director is Danelle Moon. The Project Archivist is Erin Louthen.

Organizational History

In 1857 the San Francisco Board of Education established Minns' Evening Normal School for current and prospective teachers in the city. Named after its principal, George W. Minns, the institution was formally established as the first California State Normal School by the State Legislature in 1862. A decade later, the Legislature voted to move the Normal School to San José, and the school relocated to its new home on Washington Square prior to the fall term of 1872. After a fire destroyed the Normal School building in 1880, the Legislature authorized \$200,000 to construct a new building on the same site. Completed in 1881, the building was commonly referred to as the Second State Normal School. After several names and curriculum changes, Minns' Normal School is now San José State University, offering more than 134 bachelor's and master's degrees with 110 concentrations, and is recognized as one of the top public universities granting such degrees in the West.

The SJSU University Budget Office operates within the Division of Administration and Finance, under the direction of the Associate Vice President for Finance. A key element of the university's organizational structure, the Budget Office provides budget-related information to campus administrators, individual departmental staff, governmental regulatory agencies such as the California State University (CSU) Chancellor's Office and the State Controller's Office, as well as non-governmental regulatory agencies such as the Western Association of Schools and Colleges (WASC). Various duties of the Division of Administration and Finance include analyzing and investigating CSU budget and financial information, reconciling budgets with the CSU Chancellor's Office, developing and implementing budget processes, and coordinating the implementation of new and updated campus student fees.

Bibliography

Gilbert, Benjamin F. and Burdick, Charles. Washington Square, 1857-1979: The History of San José State University. San José: San José State University, 1980.

San José State University: About SJSU. http://www.sjsu.edu/about_sjsu/ (accessed March 19, 2009).

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San José State University: University Budget Office: About. http://www.sjsu.edu/budget/about/ (accessed September 22, 2009).

Walsh, James P. San José State University: An Interpretive History, 1950-2000. San José: San José State University, 2003.

Scope and Content of Collection

The San José State University and California State University Budget Office Records 1945-1989 (bulk 1960-1975) document the administrative and financial activities of this branch of the university, which operates under the direction of the Associate Vice President for Finance. The records consist of various SJSU and CSU budget reports, such as the CSU section of the Governor's budget, minor construction budget requests, proposed 5-year capital overlays, and budget requests from the Associated Students. The records also contain administrative and financial reports including topics such as CSU accreditation, library development and campus structural maintenance.

Arrangement

This collection is arranged into two series: Series I. SJSU and CSU Budget Reports, 1945-1978; and Series II. SJSU and CSU Administrative and Annual Reports, 1950-1989.

Indexing Terms

The following terms have been used to index the description of this collection in the library's online public access catalog. San José State University. Budget Office -- History

California State University. Budget Office -- History

San José State College -- History

California State University, San José -- History

San José State University -- History California State University -- History

Education, Higher

Series I: SJSU and CSU Budget Reports 1945-1978

Physical Description: 1 box

Series Scope and Content Summary

This series consists of various budget reports, such as the CSU section of the Governor's budget, minor construction budget requests, proposed 5-year capital overlays, and budget requests from the Associated Students.

Arrangement

This series is arranged chronologically by subject.

Box 1 SJSU and CSU Budget Reports 1945-1978

Series II: SJSU and CSU Administrative and Annual Reports 1950-1989

Physical Description: 1 box

Series Scope and Content Summary

This series consists of SJSU and CSU administrative and financial reports, and includes topics such as CSU accreditation, campus structural maintenance, faculty recruitment, library development, and personnel matters.

Arrangement

This series is arranged by subject.

Box 2 SJSU and CSU Administrative and Annual Reports 1950-1989