College Cabinet Records, 1972-2001: An Inventory of the Collection

Overview of the Collection

Creator: Central Piedmont Community College Cabinet.
Title: College Cabinet Records.
Inclusive Dates: 1972-2001
Bulk Dates: 1972-1995
Abstract: The College Cabinet Records contain materials documenting the administrative activities of the College Cabinet. Records include meeting agendas and summaries, reports, correspondence and financial records.
Identification: AR.0005
Quantity: 5.21 linear feet (13 boxes)
Language: The records are in English.
Repository: Central Piedmont Community College Archives, Central Campus, LR201, PO Box 35009, Charlotte, NC 28235
Preferred Citation: [Description of item], College Cabinet Records, (AR.0005). Central Piedmont Community College Archives, Charlotte, North Carolina.

Administrative History

The College Cabinet began as the President’s Cabinet under Dr. Richard Hagemeyer. The Cabinet was the administrative body charged with ensuring that all functions of the College were carried out in an orderly manner. Under Dr. Hagemeyer’s leadership, the Cabinet was comprised of the school’s top administrators, including vice presidents and deans. Department heads, program directors the chair of the Faculty Senate were also invited to attend the weekly meetings.

Dr. Ruth Shaw became President of CPCC in 1986 and quickly enacted several changes to the school’s organizational structure. In May 1987, Dr. Shaw changed the name of the President’s Cabinet to the Executive Cabinet, which was later renamed the College Cabinet. Membership in the new cabinet was limited to the President; Vice President of Education; Vice President of Business and College Services; Vice President of Student, Staff and Organizational Development and the Assistant to the President.
Several administrators who formerly held the title of vice president were reclassified as deans, and a deans’ council was formed to serve as a consultative group that provided recommendations to the College Cabinet.

The stated purpose of the College Cabinet is to implement policies created by the Board of Trustees and to establish administrative regulations, procedures, and practices. The Cabinet also identifies and studies
College issues and problems, often with the input of the College consultative groups, such as staff and faculty councils, the Student Government Association, committees and task forces. Currently, the Executive Assistant to the President and the Assistant to the President for Community Relations and Public Affairs and Marketing Services also attend cabinet meetings.

Scope and Contents
This collection comprises meeting agendas and minutes, memoranda, correspondence, financial records and reports that document the administrative activities of the College Cabinet. The bulk of the collection consists of meeting agendas and corresponding supporting documents. Meeting summaries and minutes typically do not contain a record of the individuals who attended each meeting, but do cover the subjects and action items discussed each week. The collection also contains subject files on topics that were of particular interest to the cabinet.

The materials in the Meeting Agendas and Supporting Documents Series (1972-1995, 2001) are arranged chronologically. For each meeting for which materials exist, the agenda is filed first, followed by the summary and then the supporting documents, arranged in the order listed on the agenda. The materials in the Subject Files Series (1973-1995) are arranged by subject, then chronologically. This series comprises materials which were not mentioned in meeting agendas or summaries, but which were nevertheless maintained with other records of the Cabinet.

Subjects that were discussed in detail by the College Cabinet from 1972-1995 include student grades; curriculum revisions and improvements; the reorganization of college departments; student and staff parking lots; capital improvements; employee classification, compensation and benefits, especially vacation and leave benefits; marketing; institutional effectiveness; corporate partnerships with companies such as Apple, Okuna, and IBM; campus expansion; computing technology; and school policies and procedures such as the implementation of the Family and Medical Leave Act, non-smoking policies and the use of campus facilities.

Arrangement
The collection is arranged into two series:


II. Subject Files, 1973-1995
Restrictions

Restrictions on Access
Open to all users.

Restrictions on Use
None.

Index Terms
This record series is indexed under the following controlled access subject terms.

Persons
Barber, Phyllis Allran.
Campbell, E. Worth, Jr.
Hagemeyer, Richard H.
Shaw, Ruth G. (Ruth Gwynn).
Zeiss, P. Anthony.

Places
Charlotte (N.C.).

Subjects
Community colleges—North Carolina--Administration.
Educational accountability.
Employee fringe benefits.
Manpower policy.

Document Types
Agendas (administrative records).
Financial records.
Memorandums.
Minutes.
Reports.
Administrative Information

Custodial History
College Cabinet records are believed to have been maintained by the Assistant to the President. E. Worth Campbell, Jr. held this position from 1980-1992, after serving as the Vice President of Learning Resources from 1970-1980. Phyllis Allran Barber held the position of Assistant to the President from 1992 until her death in 1996.

Acquisition Information
College Cabinet records were transferred to the archives over an unknown period of time.

Accession #(s): 0000-0005

Accruals
Future accruals are expected; frequency and volume are unknown.

Processing Information
Initial inventory and preliminary processing by/date: Abby Rovner/[March 2011]

Final processing and finding aid by/date: Katie Howell/March 2012

Detailed Description of the Collection

Series I. Meeting Agendas and Supporting Documents, 1972-1995, 2001 (4.59 linear feet, 11 boxes)

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<td>Meeting agendas and supporting documents, 1972-1974</td>
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<td>Meeting agendas and supporting documents, 1975-1977</td>
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**Series II. Subject Files, 1973-1995 (0.63 linear feet, 2 boxes)**

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