

Simon Fraser University Archives and Records Management Department

Finding Aid - Office of the Vice-President, University Services fonds (F-207)

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Office of the Vice-President, University Services fonds

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Summary information

Repository:	Simon Fraser University Archives and Records Management Department
Title:	Office of the Vice-President, University Services fonds
ID:	F-207
Date:	1970 - 1978 (date of creation)
Physical description:	1.75 m of textual records
Dates of creation, revision and deletion:	Finding aid prepared by Lisa Beitel (December 2005).
Note [generalNote]:	<p>Previous names for Vice-President, University Services include: Office of the Vice-President, University and Community Services (1970 - 1971) Office of the Vice-President, Development (1971 - 1973) Office of the Vice-President, University Services (1973 - 1977)</p>

Administrative history / Biographical sketch

Note

In January 1970 the Board of Governors created SFU's third Vice-President position: Vice-President, University and Community Services. By the time Stanley Roberts started in 1971, the position had been renamed Vice-President, Development. Shortly after, the name was changed again to Vice-President, University Services.

In 1971 the Vice-President had five primary responsibilities that included improving public relations through community services; improving internal non-academic activities (university student services); increasing student enrollment; ensuring adequate funding of university functions; and maximizing personnel and budget efficiency.

In 1972 S.T. (Stephen) Stratton resigned as the Director of the Division of University Services. The position of Director was discontinued and Roberts, as Vice-President, assumed full administrative responsibility for University Services. From 1971 to 1977 he reported directly to the university President. By 1972 University Services had expanded to include Alumni Affairs, the Campus Information Centre, the Centre for Communication and the Arts, Chaplain's Service, Counselling Services, Health Services, Residence and Housing, the International Office, the Reading and Study Centre, the Resources Office, School Liaison, the Student Placement Office, University News Service, and the University Theatre. In 1973 Financial Aid and the Daycare Centre were added to his sphere of responsibility, followed by Athletics and Recreation Services in 1974.

From 1972 to 1973 Ian B. Kelsey served as Assistant to the Vice-President, University Services and was followed by William (Bill) Stewart from 1974 to 1977. When Roberts resigned in 1977, the position of Vice-President, University Services was discontinued. Bill Stewart, his former assistant, became the new

Director of Student Services (a position Stewart would hold until 1996). In 1981 the title Vice-President, University Development and Extension was resurrected with the appointment of Jack Blaney, but the focus was on expansion of the university, not provision of student services.

Scope and content

The fonds consists of records relating to the development and administration of non-academic services for students, staff and faculty at Simon Fraser University. Activities, topics and events documented include the Vice-President's correspondence with university services departments, Student Society, the university community, and provincial and national organizations; participation on university committees; development of projects, programs, and workshops; and publications. Also included are records of the Assistant to Vice-President, University Services.

The types of documents include meeting agendas, minutes, and supporting papers; correspondence and reports; annual reports; statistical studies; budgets and financial working papers; contracts; and publications including student handbooks, brochures, posters, newsletters, and newspaper clippings.

Notes

Title notes

- **Source of title proper:** The title of the fonds is based on the name of its creator.

Immediate source of acquisition

The records were transferred to Archives through the regular application of university Records Retention Schedules and Disposal Authorities (RRSDAs).

Arrangement

Records in this fonds were originally processed as part of F-54 Campus Community Services where the records had been divided into series based on the tenure of each Dean/Director. During the arrangement and description of F-107 Student Services, the decision was made to integrate the records of F-54 as the records reflected the history and continuous administration of Student Services offices and programs.

In keeping with past practices with university fonds, the records of the Vice-President, University Services were removed from F-54 and redescribed as a separate fonds. A concordance has been created that links old F-54 file numbers with their new F-207 file numbers. A paper copy is available in the collection file for F-207 and electronically via the Archives Information System (AIS) database. Please see an archivist for more information.

While the records consist mainly of those created/received by Stanley Roberts, there has been some integration with the records of Steve Stratton who acted as Director of University Services from 1971 to 1972. Stratton's resignation resulted in the transfer and amalgamation of his records into Roberts' filing system. The original order of these records is unknown, making it impossible to separate the records so they have been processed as found. Within each series, the records have been arranged chronologically.

Restrictions on access

Some files in the fonds have been reviewed and have been deemed open or restricted in part in accordance with the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (RSBC 1996 c. 165). All remaining files in the fonds are marked 'pending review' and must be reviewed by an archivist prior to release. As a result of the review process, access restrictions may apply. Please see the file lists and consult an archivist for more details.

Finding aids

Archival descriptions are available at the series and sub-series levels. File lists are available for every series and sub-series. Appendix A collects all name access points at the series and sub-series levels and acts as a name index.

Related material

Records relating to student services functions, projects, committees and offices are widely dispersed throughout processed records in the archival holdings. For more information, please consult the finding aids for F-11 Facilities Management; F-17 Peak Publications Society; F-28 Office of Vice-President, Finance and Administration; F-74 Simon Fraser Student Society; F-80 Recreational Services and Athletics; F-85 Office of the Registrar; F-107 Student Services; F-128 F. Margaret Hayward (regarding the Reading and Study Centre); F-149 SFU Childcare Society, F-186 Lolita Wilson SFU History Collection; F-193 Office of the President; F-200 Office of the Vice-President, Academic and Provost; and F-201 Office of the Associate Vice-President, Academic.

Accruals

All accessions have been processed as of December 2005. No further accruals are expected as this is a closed fonds.

Other notes

- **Publication status:** published
- **Level of detail:** Full
- **Status description:** Published

Access points

- Stewart, William A. (subject)
- Roberts, Stanley (subject)
- Kelsey, Ian (subject)

Series descriptions

Series F-207-1: Administrative Records

Date: 1970 - 1977 (date of creation)

Scope and content:

Series consists of records relating to the administration of University Services and includes reports on the history, goals and objectives of university services offices; development of staff positions and job descriptions; a proposal for a satellite university of SFU and the feasibility study for a multi-purpose facility at SFU; speeches given by the Vice-President; budget and funding proposals; and the correspondence and minutes of University Services staff meetings, the University Relations Committee, and the Universities Council of British Columbia. Also included is Stan Roberts' personal correspondence. Records include correspondence and working papers, agendas and minutes, resumes, reports, questionnaires, press releases and financial statements.

Physical description: 13 cm of textual records

Access points:

- Universities Council of British Columbia

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
F-207-1-0-0-1	File - Administrative History, vol. 1	1970 - 1977	Pending review	207-1
F-207-1-0-0-2	File - Administrative History, vol. 2	1970 - 1977	Pending review	
F-207-1-0-0-3	File - Multi-Purpose Facility Reports	1971	Pending review	207-1
F-207-1-0-0-4	File - Speeches	1972	Pending review	207-1
F-207-1-0-0-5	File - Statement of Objectives	1972 - 1975	Pending review	207-1
F-207-1-0-0-6	File - Finance - Budget	1973 - 1976	Pending review	207-1
F-207-1-0-0-7	File - Finance - Planning, vol. 1	1974 - 1975	Pending review	207-1
F-207-1-0-0-8	File - Finance - Planning, vol. 2	1974 - 1975	Pending review	207-1
F-207-1-0-0-9	File - University Services Meetings	1974 - 1975	Pending review	207-1
F-207-1-0-0-10	File - Universities Council	1974 - 1975	Pending review	207-1
F-207-1-0-0-11	File - Discussion Paper on Education Policy	1975	Pending review	207-2
F-207-1-0-0-12	File - Personal Correspondence	1977	Pending review	207-2

Series F-207-2: University Correspondence

Date: 1971 - 1977 (date of creation)

Scope and content:

Series consists of records relating to the Vice-President's correspondence with members of the university community including the President, Resources Office, Board of Governors, Alumni Association, University Services Office, Resources Office, Residences, Cooperative Education, the Centre for Communications and the Arts, and the Bursar's Office regarding program administration, budgeting, and student concerns. Also included are reports by Lolita Wilson on students in academic difficulty and statistics on course drops, and a planning report for SFU by Arthur Erickson Architects. Records include correspondence and working papers, agendas and minutes, reports, questionnaires, and financial statements.

Physical description: 38 cm of textual records

Access points:

- Board of Governors
- Office of the President
- West Coast Review
- Canadian Bureau for International Education
- Office of the Bursar
- Sculptor's Society of British Columbia
- University Advancement
- Residence and Housing Office
- Cooperative Education
- School for the Contemporary Arts

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
F-207-2-0-0-1	File - Chronological correspondence	1971	Pending review	207-2
F-207-2-0-0-2	File - Residences	1971 - 1972	Pending review	207-2
F-207-2-0-0-3	File - General, vol. 1	1971 - 1977	Pending review	207-2
F-207-2-0-0-4	File - General, vol. 2	1971 - 1977	Pending review	207-2
F-207-2-0-0-5	File - Arts Centre	1972	Pending review	207-2
F-207-2-0-0-6	File - Chronological correspondence, vol. 1	1972	Pending review	207-2
F-207-2-0-0-7	File - Chronological correspondence, vol. 2	1972	Pending review	207-2
F-207-2-0-0-8	File - Chronological correspondence, vol. 3	1972	Pending review	207-2
F-207-2-0-0-9	File - Convocation Survey	1972	Pending review	207-2
F-207-2-0-0-10	File - Office	1972	Pending review	207-2
F-207-2-0-0-11	File - Resources Office	1972	Pending review	207-2
F-207-2-0-0-12	File - Students	1972	Pending review	207-3
F-207-2-0-0-13	File - University	1972	Pending review	207-3
F-207-2-0-0-14	File - University Services	1972	Pending review	207-3
F-207-2-0-0-15	File - Board of Governors	1972 - 1973	Pending review	207-3
F-207-2-0-0-16	File - President and Vice-President	1972 - 1974	Pending review	207-3

F-207-2-0-0-17	File - Chronological correspondence, vol. 1	1973	Pending review	207-3
F-207-2-0-0-18	File - Chronological correspondence, vol. 2	1973	Pending review	207-3
F-207-2-0-0-19	File - Chronological correspondence, vol. 3	1973	Pending review	207-3
F-207-2-0-0-20	File - Chronological correspondence, vol. 4	1973	Pending review	207-3
F-207-2-0-0-21	File - Student Attrition Study	1973	Pending review	207-3
F-207-2-0-0-22	File - Planning Report for SFU by Arthur Erickson Architects	1973	Pending review	207-3
F-207-2-0-0-23	File - Alumni Association	1973 - 1974	Pending review	207-4
F-207-2-0-0-24	File - President	1973 - 1977	Pending review	207-4
F-207-2-0-0-25	File - West Coast Review	1973 - 1977	Pending review	207-4
F-207-2-0-0-26	File - Chronological correspondence, vol. 1	1974	Pending review	207-4
F-207-2-0-0-27	File - Chronological correspondence, vol. 2	1974	Pending review	207-4
F-207-2-0-0-28	File - Chronological correspondence, vol. 3	1974	Pending review	207-4
F-207-2-0-0-29	File - Chronological correspondence, vol. 4	1974	Pending review	207-4
F-207-2-0-0-30	File - Government	1974 - 1975	Pending review	207-4
F-207-2-0-0-31	File - Student Recommendations	1974 - 1975	Pending review	207-4
F-207-2-0-0-32	File - Canadian Bureau of International Education	1974 - 1977	Pending review	207-4
F-207-2-0-0-33	File - Chronological correspondence, vol. 1	1975	Pending review	207-4
F-207-2-0-0-34	File - Chronological correspondence, vol. 2	1975	Pending review	207-4
F-207-2-0-0-35	File - Report on Course Drops by L. Wilson	1975	Pending review	207-4
F-207-2-0-0-36	File - Students in Academic Difficulty, paper by L. Wilson	1975	Pending review	207-4
F-207-2-0-0-37	File - University Village	1975	Pending review	207-4
F-207-2-0-0-38	File - Bursar's Office	1975 - 1976	Pending review	207-5
F-207-2-0-0-39	File - Chronological correspondence	1976	Pending review	207-5
F-207-2-0-0-40	File - Co-operative Education	1977	Pending review	207-5
F-207-2-0-0-41	File - Sculptors Society of British Columbia	1977	Pending review	207-5

Series F-207-3: Subject Files

Date: 1971 - 1978 (date of creation)

Scope and content:

Series consists of records relating to the Vice-President's liaison with various departments and projects on campus. For a list of the departments, see Access Points below. Records also consist of adjudication of student bursaries and fees; programming for the "SFU Today" television show; community liaison activities; surveys on non-registering students and student attrition; the student garden plot project; orientation planning; renovation proposals for the rotunda; and a proposed campus poison control

centre. Records include correspondence and working papers, financial statements, reports, surveys and publications.

Physical description: 21 cm of textual records

Access points:

- C.K.S.F. Radio
- University Advancement
- Health, Counselling and Career Centre
- Reading and Study Centre
- University Communications
- Placement Office
- Campus Information Centre
- Office of the Bursar
- Simon Fraser Student Society
- Residence and Housing Office
- Faculty of Arts and Social Sciences
- Faculty of Science
- Naheeno Park
- Office of the Vice-President, Administration
- School for the Contemporary Arts
- International Activities Office
- Office of the Vice-President, Academic and Provost
- Simon Fraser University Women's Centre

Arrangement:

Records in this sub-series have been left as "subject files" as per the creator's filing system.

Related material:

Related records can be found in F-207-4, University Services Departments.

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
F-207-3-0-0-1	File - Radio	1971 - 1975	Restricted in Part	207-5
F-207-3-0-0-2	File - Resources Offices	1971 - 1976	Pending review	207-5
F-207-3-0-0-3	File - Health Services	1972	Pending review	207-5
F-207-3-0-0-4	File - Reading and Study: Activities	1972	Pending review	207-5
F-207-3-0-0-5	File - University Counselling Service Report	1972	Pending review	207-5
F-207-3-0-0-6	File - University News Service	1972	Pending review	207-5
F-207-3-0-0-7	File - University Student Placement Office	1972	Pending review	207-5
F-207-3-0-0-8	File - Campus Information Centre	1972 - 1973	Pending review	207-5

F-207-3-0-0-9	File - Bursary Applicants' Financial Status	1972 - 1973	Pending review	207-5
F-207-3-0-0-10	File - S.F.U. Today T.V. Show	1972 - 1973	Open	207-5
F-207-3-0-0-11	File - Leave for Political Activity	1972 - 1974	Pending review	207-5
F-207-3-0-0-12	File - Student Society	1972 - 1974	Pending review	207-5
F-207-3-0-0-13	File - Residences	1972 - 1974	Pending review	207-5
F-207-3-0-0-14	File - Fees	1972 - 1974	Pending review	207-5
F-207-3-0-0-15	File - Housing and Residences	1972 - 1977	Pending review	207-5
F-207-3-0-0-16	File - Images Theatre	1972 - 1977	Pending review	207-5
F-207-3-0-0-17	File - Liaison: Community	1972 - 1978	Pending review	207-6
F-207-3-0-0-18	File - Attrition Study	1973	Pending review	207-6
F-207-3-0-0-19	File - Faculty of Arts	1973	Pending review	207-6
F-207-3-0-0-20	File - Faculty of Science	1973	Pending review	207-6
F-207-3-0-0-21	File - Naheeno Park	1973	Open	207-6
F-207-3-0-0-22	File - Non-Registering Students Survey	1973	Pending review	207-6
F-207-3-0-0-23	File - Vice-President, Administration Athletics and Recreation	1973	Pending review	207-6
F-207-3-0-0-24	File - Vice-President, Administration Personnel	1973	Pending review	207-6
F-207-3-0-0-25	File - Centre for Communications and the Arts	1973 - 1974	Pending review	207-6
F-207-3-0-0-26	File - International Office	1973 - 1974	Pending review	207-6
F-207-3-0-0-27	File - Orientation	1973 - 1974	Pending review	207-6
F-207-3-0-0-28	File - Proposed Poison Control Centre	1973 - 1974	Pending review	207-6
F-207-3-0-0-29	File - Purcell String Quartet	1973 - 1977	Pending review	207-6
F-207-3-0-0-30	File - Garden Plot Project	1974	Pending review	207-6
F-207-3-0-0-31	File - Vice-President, Administration Audio Visual Centre	1974	Pending review	207-6
F-207-3-0-0-32	File - Rotunda Renovations	1974 - 1975	Pending review	207-6
F-207-3-0-0-33	File - Vice-President, Academic	1975	Pending review	207-6
F-207-3-0-0-34	File - Vice-President, Administration	1975	Pending review	207-6
F-207-3-0-0-35	File - Women's Centre	1975	Pending review	207-6
F-207-3-0-0-36	File - Day Care Centre	1976	Pending review	207-6

Series F-207-4: University Services Departments

Date: 1970 - 1977 (date of creation)

Scope and content:

Series consists of records relating to the operation and daily administration of University Services Departments on campus and includes Vice-President's correspondence with university services departments, members of the university community, and external organizations; planning documents; staff memoranda; annual reports; and project proposals. Records include correspondence, working papers and reports, agendas and minutes, budgets and financial statements, annual reports, statistics, surveys, contracts, newspaper clippings and publications.

Physical description: 64 cm of textual records

Publication status:

published

File / item list**Subseries F-207-4-1: Counselling Services**

Date: 1970 - 1977 (date of creation)

Scope and content:

Sub-series consists of records relating to the daily administration of Counselling Services and the Vice-President's correspondence with Counselling personnel and the university community; development of counselling programs, service policies and procedures regarding the disclosure of student information; and budget and space planning. Records include correspondence and working papers, annual reports, financial statements, statistics, and publications.

Physical description: 6 cm of textual records

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
F-207-4-1-0-1	File - Information pamphlets	[197-?]	Pending review	207-6
F-207-4-1-0-2	File - Reports	1971	Pending review	207-6
F-207-4-1-0-3	File - General	1971 - 1972	Pending review	207-6
F-207-4-1-0-4	File - Correspondence	1971 - 1972	Pending review	207-7
F-207-4-1-0-5	File - Space	1971 - 1972	Pending review	207-7
F-207-4-1-0-6	File - Utilization of University Counselling Service	1972 - 1973	Pending review	207-7
F-207-4-1-0-7	File - Annual Report	1973	Pending review	207-7
F-207-4-1-0-8	File - Correspondence	1973	Pending review	207-7
F-207-4-1-0-9	File - Annual Report	1974	Pending review	207-7
F-207-4-1-0-10	File - Disclosure of Information	1974	Pending review	207-7
F-207-4-1-0-11	File - Correspondence	1974 - 1977	Pending review	207-7
F-207-4-1-0-12	File - Annual Report	1975	Pending review	207-7
F-207-4-1-0-13	File - Annual Report	1976	Pending review	207-7
F-207-4-1-0-14	File - Annual Report	1977	Pending review	207-7

Subseries F-207-4-2: Health Services

Date: 1971 - 1977 (date of creation)

Scope and content:

Sub-series consists of records relating to the daily administration of Health Services and the Vice-President's correspondence with Health Services personnel, the university community, and the British Columbia Medical Services Commission; policy development and budget planning, space shortages and proposals for expansion of the department, the report "University Health Needs" and reports on the history of Health Services, implementation of student medical insurance, and papers of the Health Advisory Committee. Records include correspondence, working papers and reports, agendas and minutes, annual reports, statistics, and financial statements.

Physical description: 8 cm of textual records

Access points:

- British Columbia Medical Services Commission

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
F-207-4-2-0-1	File - Report on University Health Needs	1971	Pending review	207-7
F-207-4-2-0-2	File - Space	1971	Pending review	207-7
F-207-4-2-0-3	File - Health Services - General	1971	Pending review	207-7
F-207-4-2-0-4	File - B.C. Medical Services Commission	1971	Pending review	207-7
F-207-4-2-0-5	File - Policy	1971	Pending review	207-7
F-207-4-2-0-6	File - Personnel	1971 - 1972	Pending review	207-7
F-207-4-2-0-7	File - Proposals	1971 - 1972	Pending review	207-7
F-207-4-2-0-8	File - Medical Insurance	1971 - 1972	Pending review	207-7
F-207-4-2-0-9	File - Budget	1971 - 1972	Pending review	207-7
F-207-4-2-0-10	File - Health Services - General	1972	Pending review	207-7
F-207-4-2-0-11	File - Administration and Organization	1972	Pending review	207-7
F-207-4-2-0-12	File - Reports and Statistics	1972	Pending review	207-7
F-207-4-2-0-13	File - History of Health Services	1972	Pending review	207-7
F-207-4-2-0-14	File - Annual Reports	1972 - 1974	Pending review	207-7
F-207-4-2-0-15	File - Correspondence	1973	Pending review	207-7
F-207-4-2-0-16	File - Health Advisory Committee	1973 - 1974	Pending review	207-7
F-207-4-2-0-17	File - Correspondence	1974	Pending review	207-7
F-207-4-2-0-18	File - Inventory of Moveable Equipment	1975	Pending review	207-7
F-207-4-2-0-19	File - Correspondence	1975	Pending review	207-7
F-207-4-2-0-20	File - Physical Expansion	1975	Pending review	207-7
F-207-4-2-0-21	File - Correspondence	1977	Pending review	207-7

Subseries F-207-4-3: Reading and Study Centre

Date: 1971 - 1976 (date of creation)

Scope and content:

Sub-series consists of records relating to the daily administration of the Reading and Study Centre and includes Vice-President's correspondence with Centre personnel; job descriptions and resumes; proposed budget and fees; syllabus development and literacy tests; and program status reports produced each semester. Records include correspondence, working papers and reports, statistics, annual reports, financial statements, and publications.

Physical description: 3 cm of textual records

Publication status:

published

File / item list				
Ref code	Title	Dates	Access status	Container
F-207-4-3-0-1	File - General	1971	Pending review	207-8
F-207-4-3-0-2	File - Reports, vol. 1	1971 - 1975	Pending review	207-8
F-207-4-3-0-3	File - Reports, vol. 2	1971 - 1975	Pending review	207-8
F-207-4-3-0-4	File - External Review	1975 - 1976	Pending review	207-8

Subseries F-207-4-4: Housing and Residences

Date: 1970 - 1977 (date of creation)

Scope and content:

Sub-series consists of records relating to the daily administration of housing and residences on campus and the Vice-President's correspondence with Housing and Residence staff, the Board of Governors, and members of the university community regarding children's play areas, food services, family residences, conference accommodations, and living conditions; development of rent collection policies and residence rules; new housing proposals; student rental inquiries; and budget and operating statements. Also included are records of the Residence Planning and Policy Committee and the Residences Tenants' Association and student housing questionnaires. Records include correspondence and working papers, agendas and minutes, reports, financial statements, surveys, statistics, contracts, and publications.

Physical description: 24 cm of textual records

Access points:

- Food Services
- Board of Governors

Publication status:

published

File / item list				
Ref code	Title	Dates	Access status	Container
F-207-4-4-0-1	File - Rent Collection Policy	1970 - 1971	Pending review	207-8
F-207-4-4-0-2	File - Overdue Accounts	1970 - 1971	Pending review	207-8
F-207-4-4-0-3	File - Indoor Play Area	1971	Pending review	207-8
F-207-4-4-0-4	File - Residence Planning and Policy Committee	1971	Pending review	207-8
F-207-4-4-0-5	File - Shell House	1971	Pending review	207-8
F-207-4-4-0-6	File - CAUBO - Residences and Food Service Survey	1971	Pending review	207-8
F-207-4-4-0-7	File - Reports and Statistics	1971	Pending review	207-8
F-207-4-4-0-8	File - General	1971	Pending review	207-8
F-207-4-4-0-9	File - Enquiries	1971	Pending review	207-8
F-207-4-4-0-10	File - Budget	1971 - 1972	Pending review	207-8
F-207-4-4-0-11	File - Food Service	1971 - 1972	Pending review	207-8
F-207-4-4-0-12	File - Family Residences	1971 - 1972	Pending review	207-8
F-207-4-4-0-13	File - Apartments	1971 - 1972	Pending review	207-8
F-207-4-4-0-14	File - Conference Accommodation	1971 - 1972	Pending review	207-8

F-207-4-4-0-15	File - Policies	1971 - 1972	Pending review	207-8
F-207-4-4-0-16	File - Student Housing Questionnaire	1972	Pending review	207-8
F-207-4-4-0-17	File - General	1972	Pending review	207-9
F-207-4-4-0-18	File - Simon Fraser Student Housing Survey	1972	Pending review	207-9
F-207-4-4-0-19	File - General, vol. 1	1973	Pending review	207-9
F-207-4-4-0-20	File - General, vol. 2	1973	Pending review	207-9
F-207-4-4-0-21	File - Budget	1973	Pending review	207-9
F-207-4-4-0-22	File - Housing Proposal	1973	Pending review	207-9
F-207-4-4-0-23	File - Children's Activity Centre	1973 - 1974	Pending review	207-9
F-207-4-4-0-24	File - General	1974	Pending review	207-9
F-207-4-4-0-25	File - New Housing Proposal	1974	Pending review	207-9
F-207-4-4-0-26	File - Other Universities re: Residences	1974	Pending review	207-9
F-207-4-4-0-27	File - Proposed Student Residences	1974	Pending review	207-9
F-207-4-4-0-28	File - Central Mortgage and Housing	1974	Pending review	207-9
F-207-4-4-0-29	File - Board of Governors re: Housing	1974	Pending review	207-9
F-207-4-4-0-30	File - General	1975	Pending review	207-9
F-207-4-4-0-31	File - Operating Statements	1975	Pending review	207-9
F-207-4-4-0-32	File - Residential Village at S.F.U.	1975	Pending review	207-9
F-207-4-4-0-33	File - Summer Student Housing Questionnaire	1975	Pending review	207-10
F-207-4-4-0-34	File - Residences Tenants' Association	1975	Restricted in part	207-10
F-207-4-4-0-35	File - General	1976 - 1977	Pending review	207-10
F-207-4-4-0-36	File - New Residences	1977	Pending review	207-10

Subseries F-207-4-5: International Office

Date: 1973 - 1975 (date of creation)

Scope and content:

Sub-series consists of records relating to the daily administration of the International Office on campus and the Vice-President's correspondence with staff regarding personnel issues and the development of goals, objectives, and policies; budget and grant proposals; planning activities for foreign students; correspondence with the Canadian Bureau for International Education (CBIE) and World University Service of Canada (WUSC), and minutes of Canadian University Students Overseas (CUSO) meetings; foreign student statistics; and International Office brochures. Also included are reports on the role of the International Office at SFU, the Study Abroad Program for SFU students, and "International Education at SFU" by the International Office Task Force. Records include correspondence and working papers, agendas and minutes, reports, financial statements, statistics, and publications.

Physical description: 2 cm of textual records

Access points:

- Canadian Bureau for International Education
- World University Service

Publication status:

published

File / item list				
Ref code	Title	Dates	Access status	Container
F-207-4-5-0-1	File - General	1973	Pending review	207-10
F-207-4-5-0-2	File - International Office Task Force, vol. 1	1975	Pending review	207-10
F-207-4-5-0-3	File - International Office Task Force, vol. 2	1975	Pending review	207-10

Subseries F-207-4-6: Centre for Communications and the Arts

Date: 1970 - 1975 (date of creation)

Scope and content:

Sub-series consists of records relating to the daily administration of the Centre for Communications and the Arts and the Vice-President's correspondence with staff and the university community regarding music, films and theatre projects and exhibitions; minutes of Arts Centre staff meetings; budget development and grant applications; non-credit workshop planning and facility management. Also included are correspondence with the Advisory Committee on the Arts; a report on campus communications; and planning and promotional materials for the premier of the movie "Groundstar Conspiracy" that was filmed at SFU. Records include correspondence and working papers, agendas and minutes, reports, financial statements, contracts, newspaper clippings, and publications.

Physical description: 9 cm of textual records

Publication status:

published

File / item list				
Ref code	Title	Dates	Access status	Container
F-207-4-6-0-1	File - Music - General	1970	Open	207-10
F-207-4-6-0-2	File - Music - Sonic Research Studio	1970	Open	207-10
F-207-4-6-0-3	File - General	1970 - 1971	Pending review	207-10
F-207-4-6-0-4	File - Arts Centre Meetings	1970 - 1971	Pending review	207-10
F-207-4-6-0-5	File - Residents - Contracts	1970 - 1971	Pending review	207-10
F-207-4-6-0-6	File - Film	1970 - 1972	Pending review	207-10
F-207-4-6-0-7	File - Budget	1970 - 1972	Pending review	207-10
F-207-4-6-0-8	File - Advisory Committee on the Arts	1971	Pending review	207-10
F-207-4-6-0-9	File - Theatre	1971	Pending review	207-10
F-207-4-6-0-10	File - Grant Applications	1971	Pending review	207-10
F-207-4-6-0-11	File - Curator Exhibitions	1971 - 1972	Pending review	207-10
F-207-4-6-0-12	File - Facilities	1971 - 1972	Pending review	207-10
F-207-4-6-0-13	File - Non-credit Workshops	1971 - 1972	Pending review	207-10
F-207-4-6-0-14	File - Movie - "Groundstar Conspiracy"	1972	Open	207-10
F-207-4-6-0-15	File - General	1972	Pending review	207-10
F-207-4-6-0-16	File - Report on Campus Communications	1973	Pending review	207-10
F-207-4-6-0-17	File - General	1975	Pending review	207-10
F-207-4-6-0-18	File - Budget	1975	Pending review	207-10

Subseries F-207-4-7: Daycare Centre

Date: 1971 - 1977 (date of creation)

Scope and content:

Sub-series consists of records relating to the daily administration of the Daycare Centre and the Vice-President's correspondence with staff and the university community regarding personnel issues, policies and procedures, construction of the Daycare Centre, and operation of Nanitsh, Kahpoo, and Pink daycare centres; budgets, funding proposals and cashbooks; daycare incorporation documents; minutes of the Burnaby Mountain Day Care Society; and reports on the history of daycare on campus. Records include correspondence and working papers, agendas and minutes, reports, financial statements, and publications.

Physical description: 13 cm of textual records

Access points:

- Nanitsh Daycare Society
- Kahpoo Daycare Society
- Pink Daycare Society
- Simon Fraser University Childcare Society

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
F-207-4-7-0-1	File - Correspondence	1971 - 1974	Restricted in part	207-11
F-207-4-7-0-2	File - Construction Correspondence	1972 - 1977	Open	207-11
F-207-4-7-0-3	File - SFU and Burnaby Mt. - Legal Documents	1973	Open	207-11
F-207-4-7-0-4	File - Personnel and Operations	1973 - 1974	Restricted in part	207-11
F-207-4-7-0-5	File - Burnaby Mt. Day Care Society Minutes	1973 - 1974	Open	207-11
F-207-4-7-0-6	File - Cashbooks	1973 - 1974	Open	207-11
F-207-4-7-0-7	File - Budgets and Accounts	1973 - 1977	Pending review	207-11
F-207-4-7-0-8	File - Certificate of Incorporation	1974	Pending review	207-11
F-207-4-7-0-9	File - Day Care Study	1974	Pending review	207-11
F-207-4-7-0-10	File - Nanitsh Day Care Society	1974	Pending review	207-11
F-207-4-7-0-11	File - Kahpoo Day Care Society	1974	Pending review	207-11
F-207-4-7-0-12	File - Pink Day Care Society	1974	Pending review	207-11
F-207-4-7-0-13	File - General	1974	Pending review	207-11
F-207-4-7-0-14	File - Correspondence, vol. 1	1974	Pending review	207-11
F-207-4-7-0-15	File - Correspondence, vol. 2	1974	Pending review	207-11
F-207-4-7-0-16	File - Correspondence	1975	Pending review	207-11
F-207-4-7-0-17	File - Correspondence	1976 - 1977	Pending review	207-11
F-207-4-7-0-18	File - Budget Proposals	1977	Pending review	207-11
F-207-4-7-0-19	File - History of Daycare on Campus	1977	Open	207-11

Series F-207-5: Assistant to Vice-President, University Services

Date: 1971 - 1975 (date of creation)

Scope and content:

Series consists of records relating to Ian Kelsey and William (Bill) Stewart as the Assistant to Vice-President, University Services and their liaison with university services staff, departments, and committees on campus. For a list of the departments and committees, see Access Points below. Records also consist of evaluation forms used by Counsellors; a financial aid study; budget development; reports on and planning for highschool and college recruiting visits; correspondence regarding handicapped students, rotunda renovations, student employment, orientation and workshops; and policy development. Records include correspondence and working papers, financial statements, agendas and minutes, reports, surveys and publications.

Physical description: 37 cm of textual records

Access points:

- The University Presidents' Council
- Day Care Advisory Committee
- CUSO
- Interfaith Centre
- School for the Contemporary Arts
- Canadian Association of University and College Student Services
- Daycare Centre
- Centre for Students with Disabilities
- Reading and Study Centre
- Simon Fraser University Staff Association
- Staff Relations Advisory Council
- Simon Fraser Student Society
- School for the Contemporary Arts
- Residence and Housing Office
- Health, Counselling and Career Centre
- C.K.S.F. Radio
- Canada Manpower

Related material:

For records relating to William (Bill) Stewart as Director of Student Services from 1977 to 1996 see F-107-3.

Publication status:

published

File / item list

Ref code	Title	Dates	Access status	Container
F-207-5-0-0-1	File - Correspondence	1971	Pending review	207-12
F-207-5-0-0-2	File - School and College Liaison	1971	Pending review	207-12

F-207-5-0-0-3	File - Faculty/Advisor Visits to Schools and Colleges	1971 - 1972	Pending review	207-12
F-207-5-0-0-4	File - Financial Aid Study	1971 - 1972	Pending review	207-12
F-207-5-0-0-5	File - General, vol. 1	1972	Pending review	207-12
F-207-5-0-0-6	File - General, vol. 2	1972	Pending review	207-12
F-207-5-0-0-7	File - Correspondence, vol. 1	1972	Pending review	207-12
F-207-5-0-0-8	File - Correspondence, vol. 2	1972	Pending review	207-12
F-207-5-0-0-9	File - Tri-Universities Meetings	1972	Pending review	207-12
F-207-5-0-0-10	File - Evaluation Forms - Counsellors	1972	Pending review	207-12
F-207-5-0-0-11	File - Day Care Advisory Committee	1972	Pending review	207-12
F-207-5-0-0-12	File - Applications for Day Care Executive	1972	Pending review	207-13
F-207-5-0-0-13	File - Report on School and College Liaison	1972	Pending review	207-13
F-207-5-0-0-14	File - School Visits	1972	Pending review	207-13
F-207-5-0-0-15	File - College Visits	1972	Pending review	207-13
F-207-5-0-0-16	File - CUSO Correspondence	1972 - 1973	Pending review	207-13
F-207-5-0-0-17	File - University Services Support Staff Meetings	1972 - 1974	Pending review	207-13
F-207-5-0-0-18	File - Student Services	1972 - 1974	Pending review	207-13
F-207-5-0-0-19	File - Correspondence	1973	Pending review	207-13
F-207-5-0-0-20	File - Policies and Philosophy	1973	Pending review	207-13
F-207-5-0-0-21	File - Chaplain's Office	1973	Pending review	207-13
F-207-5-0-0-22	File - Attrition Committee	1973	Pending review	207-13
F-207-5-0-0-23	File - Arts Centre	1973	Pending review	207-13
F-207-5-0-0-24	File - Budget	1973	Pending review	207-13
F-207-5-0-0-25	File - Counsellors' Conference	1973	Pending review	207-13
F-207-5-0-0-26	File - College Visits	1973	Pending review	207-13
F-207-5-0-0-27	File - Report on School and College Liaison	1973	Pending review	207-13
F-207-5-0-0-28	File - CACUSS Correspondence	1973	Pending review	207-13
F-207-5-0-0-29	File - Day Care	1973	Pending review	207-13
F-207-5-0-0-30	File - Handicapped Students	1973 - 1974	Restricted in part	207-13
F-207-5-0-0-31	File - Rotunda Renovation	1973 - 1974	Pending review	207-13
F-207-5-0-0-32	File - Reading and Study Centre	1973 - 1974	Pending review	207-13
F-207-5-0-0-33	File - Simon Fraser Staff Association	1973 - 1974	Pending review	207-13
F-207-5-0-0-34	File - Staff Relations Advisory Council	1973 - 1974	Pending review	207-13
F-207-5-0-0-35	File - CACUSS Correspondence	1973 - 1974	Pending review	207-14
F-207-5-0-0-36	File - Correspondence	1974	Pending review	207-14
F-207-5-0-0-37	File - University Services Group Meetings	1974	Pending review	207-14
F-207-5-0-0-38	File - Staff Relations Advisory Council	1974	Pending review	207-14
F-207-5-0-0-39	File - Student Employment 'Experience 74' Project	1974	Pending review	207-14
F-207-5-0-0-40	File - Student Activity Fees	1974	Pending review	207-14
F-207-5-0-0-41	File - Student Society	1974	Pending review	207-14
F-207-5-0-0-42	File - Student Employment	1974	Pending review	207-14
F-207-5-0-0-43	File - CC and A Correspondence	1974	Pending review	207-14
F-207-5-0-0-44	File - Theatre	1974	Pending review	207-14
F-207-5-0-0-45	File - Residences, vol. 1	1974	Pending review	207-14
F-207-5-0-0-46	File - Residences, vol. 2	1974	Pending review	207-14
F-207-5-0-0-47	File - Counselling	1974	Pending review	207-14
F-207-5-0-0-48	File - Co-op Radio	1974	Restricted in Part	207-14

F-207-5-0-0-49	File - Canada Manpower Centre	1974	Pending review	207-14
F-207-5-0-0-50	File - Campus Life Proposal	1974	Pending review	207-14
F-207-5-0-0-51	File - NWCPA Correspondence	1974	Pending review	207-14
F-207-5-0-0-52	File - CACUSS Correspondence	1974	Pending review	207-14
F-207-5-0-0-53	File - Confidentiality of Student Records	1974	Pending review	207-14
F-207-5-0-0-54	File - Open House	1974	Pending review	207-14
F-207-5-0-0-55	File - Job Evaluation Committee	1974	Pending review	207-14
F-207-5-0-0-56	File - Residences - Pet Problem	1974	Pending review	207-14
F-207-5-0-0-57	File - Orientation	1974 - 1975	Pending review	207-14
F-207-5-0-0-58	File - Options for the Future Seminar	1975	Pending review	207-14