Diversity and Inclusion, Office of; Records ua370

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English
Describing Archives: A Content Standard
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Summary Information

Repository: M.E. Grenander Department of Special Collections & Archives
Creator: State University of New York at Albany, Office of Diversity and Inclusion
Title: Office of Diversity and Inclusion Records
ID: ua370
Date [inclusive]: 1970-2017
Physical Description: 16.30 cubic ft.
Physical Location: The materials are located onsite in the department.
Language of the Material: English
Language of the Material: English
Abstract: Records of the Office of Diversity and Inclusion and its predecessors. Materials include administrative correspondence, committee and task force meeting materials, planning documentation, and assorted reports, all relating to issues of diversity, inclusion, equal employment, and discrimination.

Preferred Citation

Preferred citation for this material is as follows:


Historical Note

The Office was formed in 1971 due to the establishment of an Affirmative Action Program on campus. It was initially part of the Office of Personnel and led by Leon J. Calhoun. As the responsibilities of this office expanded it became its own entity and was known as the Office of Equal Employment
Opportunity. The office expanded through Title IX and Section 504 legislation that had recently been signed into law. These included the creation of sports teams for female students and addressed the treatment of students with disabilities on campus. It later became known as the Affirmative Action Office and overseen by Gloria DeSole who also worked in the Task Force for Women's Safety at the same time. In 2003 it became known as the Office of Diversity and Affirmative Action before becoming the Office of Diversity and Inclusion in 2010. The role of this is to provide diversity-related training and resources, address discrimination and harassment complaints, enforcement and support of legislation such as Section 504. One of their greatest current responsibilities is oversight on the recruiting and hiring processes in all aspects of the University. This includes approval of advertisements for positions and potential candidates for interviews.

**Scope and Contents**

This collection includes affirmative action and recruitment plans; student surveys; workforce analysis documents; conference materials; daily correspondence (1974-1986); Federal compliance reports (1971); task force and committee materials including: the Women's Concerns Committee (1978-2000), the Task Force on Women's Safety, the Black Action Coalition, and others. Topics covered include: Section 504 (which addresses disability discrimination), Title IX, and equal employment.

There is a single series dedicated to Women's Studies 399: Classism, Racism, and Sexism, a class taught by staff of the Affirmative Action Office in 1977. Finally, there is also a series containing Affirmative Action Plans produced by the Research Foundation.

**Arrangement of the Collection**

Collection is arranged into nine distinct series based on subject. Original order is maintained within each series.
Administrative Information

Publication Statement
M.E. Grenander Department of Special Collections & Archives

Revision Description
Encoded in EAD by Benjamin Covell 2017 February 7

Processing Information
Processed in 2018 by Erik Stolarski

Access
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Acquisition Information
All items in this collection were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives.

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Controlled Access Headings

- Women
- Affirmative action programs
- Affirmative action programs in education
- Discrimination in employment
- Administrative records
- Administrative reports
- Minutes (administrative records)
- State University of New York at Albany

Collection Inventory


Date [inclusive]: 1973-1974
Physical Description: 4.0 cubic ft.

Arrangement
Series is arranged in its original order.

Scope and Contents
Series is made up of papers from the first iteration of the office as its own entity. Contains memos, correspondence, meeting minutes, and plans for the future of the Equal Employment Opportunity Office.

Box 1
(Office of Diversity and Inclusion)

Box 2
(Office of Diversity and Inclusion)

Box 3
(Office of Diversity and Inclusion)

Box 4
(Office of Diversity and Inclusion)

Workforce Analysis, 1975-1980

Date [inclusive]: 1975-1980
Physical Description: 1.66 cubic ft.

Arrangement
Series is arranged in its original order.

Box 1
(Office of Diversity and Inclusion)

Box 2
(Office of Diversity and Inclusion)
Diversity and Inclusion, Office of; Records ua370

Scope and Contents

This series holds materials from the analysis of the faculty and staff of the University, breaking the population down by the gender and race of each member.

Day Files, 1974-1986

Date [inclusive]: 1974-1986

Physical Description: 1.0 cubic ft.

Arrangement

The series is in its original order.

Scope and Contents

This series holds daily office papers filed by Gloria DeSole and Rosemary Kilkenny Sabai who were directors of the Affirmative Action Office during this period. It includes office memos, correspondence within the University and without, and meeting minutes. These all hold information on office work such as the workforce analysis of the campus, hiring waiver requests, and dealings with Section 504 and Title IX.

Recruitment Plans, 1973-1985

Date [inclusive]: 1973-1985

Physical Description: 1.66 cubic ft.

Arrangement

Series is arranged in its original order.

Scope and Contents

The recruitment Plans series consists of reports on how each department at the University planned “to overcome underutilization of minorities and women” in their new hires process. The series also holds documents created by the Black
Action Coalition and other minority and female employment support groups affecting change on the University Campus.

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**Title IX, 1975-1978**

<table>
<thead>
<tr>
<th>Box 1</th>
<th>(Office of Diversity and Inclusion)</th>
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<tr>
<td>Date [inclusive]: 1975-1978</td>
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<tr>
<td>Physical Description: 1.33 cubic ft.</td>
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</tbody>
</table>

**Arrangement**

Series is arranged in its original order.

**Scope and Contents**

This series documents the implementation of the Title IX Program on the Albany Campus. It reveals the actions taken by what was known as the Affirmative Action Office at the time and its work with faculty and staff to amend hiring processes on campus and implement new sports programs. This includes studies and reports on what were current hiring processes and sports teams’ offerings, as well as information from other universities and colleges and their work with Title IX.

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**Section 504, 1977-1980**

<table>
<thead>
<tr>
<th>Box 1</th>
<th>(Office of Diversity and Inclusion)</th>
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<tr>
<td>Date [inclusive]: 1977-1980</td>
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<tr>
<td>Physical Description: 1.33 cubic ft.</td>
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</tbody>
</table>

**Arrangement**

Collection is arranged in its original order.

**Scope and Contents**

This series documents the Office of Diversity and Inclusion’s Implementation of new Section 504 guidelines, which prohibits discrimination of individuals based on a disability. In this series can be found results of self-studies of the University, reports from the 504 Task Force on success of the program, and future plans to amend employment and admissions practices on campus.
General Subject Files, 1988-1998
Date [inclusive]: 1988-1998
Physical Description: 1.00 cubic ft.

Arrangement
Series is arranged in its original order.

Scope and Contents
The General Subject Files holds a diverse array of materials that passed through the hands of the Office of Diversity and Inclusion. This includes campus handbooks and manuals from academic departments and extracurricular activities that needed approval from the office, and articles on issues addressed by the office like sexual harassment.

Date [inclusive]: 1977-2003
Physical Description: 2.83 cubic ft.

Arrangement
Series was maintained in its original order.

Scope and Contents
This series holds papers related to the span of time that the Office of Diversity and Inclusion was known as the Affirmative Action Office. This includes a variety of office based materials such as internal memos, correspondence, articles and reports on harassment, periodicals published and written by the office, and meeting minutes. All relates to the Office’s efforts to address racism, sexism, and general prejudice on campus. This series also includes materials related to Gloria DeSole, temporary Acting Director of the Office, before becoming Senior Advisor to the President for Affirmative Action and Employment Planning and still acting as head of The Affirmative Action Office. This included her work with the President’s Task force on Women’s Safety, Women’s Concerns Committee, and the LGB Concerns Committee.

Women's Studies 399: Classism, Racism, and Sexism, 1977
Date [inclusive]: 1977
Physical Description: 0.5 cubic ft.

Box 1
(Office of Diversity and Inclusion)
<table>
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<th><strong>Arrangement</strong></th>
<th><strong>Scope and Contents</strong></th>
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<tr>
<td>Collection is arranged in its original order.</td>
<td>The collection holds the materials from Women's Studies Class 399: Classism, Racism, and Sexism. It was taught by Gloria DeSole who was the Director of the Affirmative Action Office. Materials include; student lists, syllabi, handouts, and DeSole's class notes for lecture.</td>
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**Office of Diversity and Inclusion, 2015**

**Date [inclusive]:** 2015  
**Physical Description:** 0.17 cubic ft.

**Arrangement**  
Files in this series have been arrange chronologically.

**Scope and Contents**  
This series holds files documenting the span of time since the Office of Diversity and Inclusion began operating under its current name. This series includes affirmative action plans for both organizations within the university and the university as a whole.

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**Date [inclusive]:** 1984-1996  
**Physical Description:** 1 cubic ft.

**Arrangement**  
Files in this series were maintained in their original order upon processing.

**Scope and Contents**  
This series contains yearly plans produced by the Research Foundation, describing ways in which the foundation is committed to diversity and outlining nondiscrimination policies to be put in place. This series also includes
workforce analysis reports with ethnic and gender breakdowns of various offices and departments within the university.