

PROCESSING RECORD
SCRIPPS INSTITUTION OF OCEANOGRAPHY ARCHIVES

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Scripps Institution of Oceanography. Staff Council

SIO Staff Council Records, 1958-1998

PHYSICAL DESCRIPTION: 9 mss; audiocassette tapes

ARRANGEMENT: Rosters; Service Records; Meeting Minutes

DESCRIPTION: Records including rosters, service records, & meeting minutes of the Staff Council of SIO

Staff meetings in one form or another have been held at the Scripps Institution of Oceanography since its founding in 1903. Founding director William E. Ritter preferred formal weekly meetings that included faculty, staff, and visitors. During the 1920s, a number of Scripps committees, such as the Library Committee, were formed by the director. Director Harald Sverdrup organized informal Wednesday afternoon staff luncheons in 1936, a practice that continued until 1960. The Scripps faculty and the director felt the need for a more formal organization and discussed this at a meeting held on 18 September 1957. Director Roger Revelle:

...suggested, for the present, one organization for the La Jolla campus, to be called the Administrative Council of the Scripps Institution of Oceanography, established by the director...and charged with the duties of advising the director on various matters and of carrying out such other duties as he shall delegate to it. He agreed that this council, responsible for the consideration of local affairs, should be constituted of all UCLJ.¹ members of the southern section of the Academic Senate and all research and associate research professional appointees and non-faculty academic status.²

In doing so, Revelle referred to Standing Orders of the Regents 8 Article 3 and 9 Article 2, giving the campus executive officer authority for administrative organization and authority to create an Advisory Administrative Council.

In 1958, Professors Carl H. Eckart, Walter M. Elsasser, and Claude E. ZoBell, Claude E. were appointed to a committee to outline the functions and operations of the staff council. They developed draft bylaws on 26 February 1958, but the bylaws were not adopted by the SIO Staff Council until its meeting on 12 January 1960.

One reason for this delay is that during period beginning in 1959 and ending on 16 May 1961, the SIO Staff Council and the UCLJ Academic Senate met jointly. This practice ended when both groups acknowledged that the faculty of UCLJ reports to the Chancellor, while SIO Staff Council reports to the Director, Scripps Institution of Oceanography.

On 11 May 1960, at a joint meeting of the Faculty and Staff Councils of UCLJ, the Committee on Committees proposed a roster of committees for the organizations. Some of these addressed budget and educational policies and subsequently became committees of the UCSD Academic Senate. Other committees, referred to as Administrative Committees, were concerned with Scripps business and became committees of the SIO Staff Council. These included the Building and Campus Development Committee, the Library Committee, and the Marine Operations Committee. Some of these were longstanding Scripps committees, which were subsumed under the SIO Staff Council.

The membership, governance, and committees of SIO Staff Council are described in the organization's bylaws, which have been revised and amended frequently over the years. The bylaws of the SIO Staff Council specify the membership of the Council. Membership criteria are very specific. Not all staff employed by the Scripps Institution of Oceanography are qualified to vote as members of SIO Staff Council. For this reason, the secretary of the organization compiles an annual roster of members that is used to distribute ballots and appoint members to committees. The rosters comprise a series within the records of the SIO Staff Council.

The bylaws describe the officers of the SIO Staff Council and their responsibilities. The organization operates under the principles of Robert's Rules of Order. The secretary is responsible for record keeping. The records in this collection are the records maintained by the secretary of the SIO Staff Council. These are the official records of the organization. The Archives also hold files of Scripps officers and committee chairs. These files often are found among the papers of individual staff members or among the archival files of offices. For instance, the SIO Office of the Director maintains its copies of SIO Staff Council minutes among its records, and some of these are annotated. Files documenting the work of the Heritage Committee can be found in the SIO Archives. Researchers should remember, however, that the official records of the organization are those generated by the secretary of the SIO Staff Council.

The SIO Director traditionally gives a speech after the adjournment of meetings of the SIO Staff Council. This speech includes an announcement of deaths and honors, followed by remarks on the state of the Institution. For many years, these remarks were unrecorded. Meeting minutes occasionally include outlines or draft texts of some director's speeches. Beginning in 1993, the secretary of SIO Staff Council prepared an audio recording of the remarks of the director. These audio tape recordings are filed in the collection following the adjournment of the meeting.

References

1= For a brief period in 1959, the San Diego campus of the University of California was known as the University of California, La Jolla (UCLJ). By 1960 the campus was designated the University of California, San Diego.

2= SIO Subject Files, Box 22, folder 53, SIO Archives, UCSD.

Arrangement: The SIO Archives follows filing practices of the secretary of the SIO Staff Council. Records are arranged in three series. Rosters are arranged chronologically. Service records are arranged alphabetically. Minutes are arranged by meeting date. Within each meeting date folder, items are filed in order of business. That means that meeting announcements are filed first, followed by draft and final agendas. Agendas are followed by items in agenda order as specified by Robert's Rules of Order: notices, committee reports, and petitions. Remarks of the director are filed last as they are presented after the adjournment of the meeting.

Scope and Content Note: The collection consists of the records of the SIO Staff Council from its establishment in 1958 to the present. The collection includes rosters, service records, minutes, committee reports, ballots, and other material. The collection includes a bound volume of records dated 1958-1964. This volume includes the bulk of material documenting the establishment and early history of the SIO Staff Council. Records in the bound volume overlap SIO Staff Council files. Unbound records of the SIO Staff Council are maintained in three series: rosters, service records, and minutes. Rosters list SIO Staff Council members for each year. Service records record SIO Staff Council service of individual members for the years 1988-1997, and these records are filed alphabetically by members name. Minutes of the SIO Staff Council meeting for 14 October 1969 are missing. There is no record of a meeting for fall 1970.

In 1959 and 1960, the SIO Staff Council and the Academic Senate met jointly. For this reason, Staff Council minutes for those years also document the actions of the Academic Senate. This practice ended on 16 May 1961.

In November 1995, the SIO Staff Council began distributing its minutes, committee reports, and other documents to the Scripps community electronically through the World Wide Web. The Staff Council continued its established practice of announcing meetings in the "SIO Log", but announcements were also distributed electronically. The SIO Staff Council continued its practice of distributing hard-copy minutes to members who requested them, and it continued its practice of generating hard-copy records for permanent retention in the SIO Archives.

Provenance: Early records of the SIO Staff Council were sent to the SIO library from 1958 to 1964. These were arranged in chronological order and bound. The bound volume was shelved in the SIO Archives. When the SIO Subject Files were created by SIO archivist Betty Shor in 1976, she filed incoming minutes and rosters received from the secretary of the SIO Staff Council under a heading for Staff Council. The SIO Subject Files were closed in 1981. Between 1981 and 1989, minutes and other records of the SIO Staff Council were accessioned by the SIO Archives as accession number 89-20. In 1989, all records of the SIO Staff Council, including the bound volume, records pulled from SIO Subject Files, and records received from the secretary of the Staff Council, were gathered together to create this collection. The SIO Staff Council generated electronic records beginning in November 1995. The SIO Staff Council continued its policy of generating hard-copy minutes and committee reports for distribution. SIO Staff Council minutes were sent to the Library of the Scripps Institution of Oceanography beginning in 1958. The library bound 1958-1964 minutes of meetings in chronological order. These were shelved in the SIO Archives. Between 1976 and 1981, SIO Staff Council minutes of meetings were filed in the SIO Subject Files. Beginning in 1981, the secretary of SIO Staff Council sent minutes of meetings to the SIO Archives and these were accessioned under the heading SIO Staff Council, Records, 1958-1998. In 1989, the bound volume of minutes, minutes formerly filed in the SIO Subject Files, and minutes received from the secretary of the SIO Staff Council were combined to form Collection 89-20, Records of the SIO Staff Council, 1958-1998.

SIO Staff Council Records, 1958-1998
Scripps Institution of Oceanography Archives
Accession No.: 89-20

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Rosters Series

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Service Records

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Minutes of Meetings Series

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[Folder 1]
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Remarks of Director Frieman, May 5, 1992

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Remarks of Director Frieman, October 15, 1992

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[Folder 1]
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November 10, 1998, Audio Tape