

# EMORY UNIVERSITY. EMPLOYEE COUNCIL

## Employee Council records, 1969-2009

Emory University  
Emory University Archives  
Stuart A. Rose Manuscript, Archives, and Rare Book Library  
Atlanta, GA 30322  
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### Descriptive Summary

**Creator:** Emory University. Employee Council  
**Title:** Employee Council records, 1969-2009  
**Call Number:** Series No. 20  
**Extent:** 12 linear ft. (19 boxes) and  
**Abstract:** Collection contains the records of the Emory University Employee Council, an advisory group to the President of the University, and includes general records, minutes and agenda, committee and sub-committee materials, publications, and subject files.  
**Language:** Materials entirely in English.

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### Administrative Information

#### Restrictions on Access

Special restrictions apply: Unprocessed additions [Boxes 13-19] are closed to research in accordance with Emory University Archives access policy.

#### Terms Governing Use and Reproduction

All requests subject to limitations noted in departmental policies on reproduction.

#### Source

Transfer.

#### Citation

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## **Processing**

Processed by Nancy Hall Watkins, 2005.

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## **Collection Description**

### **Administrative History**

Established at Emory University in 1970, the Employee Council facilitates communication between Emory employees and University administration; serves as an advisory body to the President regarding university policies, practices, and programs; and fosters closer working relationships between organizationally disparate groups of employees.

### **Scope and Content Note**

Records of the Employee Council include annual reports, by-laws, correspondence, subject files, membership rosters, minutes, committee and sub-committee materials, and publications. It also contains the captured and preserved web site of the Emory Employee Council available to browse via the Web Archiving Service of the California Digital Library.

### **Arrangement Note**

Organized into seven series: (1) General records, (2) Minutes and agenda, (3) Committees and sub-committees, (4) Publications, (5) Subject files, (6) Unprocessed additions, and (7) Web archives.

### **Finding Aid Note**

Finding aid available in the repository.

## **Description of Series**

[Series 1: General records, 1969-2003](#)

[Series 2: Minutes and agenda, 1970-1999](#)

[Series 3: Committees and sub-committees, 1973-1997](#)

[Series 4: Publications, 1971-1996](#)

[Series 5: Subject files, 1969-2000](#)

[Series 6: Unprocessed additions, 2000-2009](#)

[Series 7: Web archives, 2012-](#)

**Series 1**  
**General records, 1969-2003**  
**Boxes 1-5**

**Arrangement Note**

Arranged alphabetically by type of material, then chronologically.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
1	1	Annual reports, 1989-1990
1	2	Annual reports, 1990-1991
1	3	Annual reports, 1991-1992
1	4	Annual reports, 1992-1994
1	5	Annual reports, 1995-1999
1	6	Annual reports, 1999-2000
1	6A	Annual reports, 2004-2005

**By-laws**

1	7	By-laws, 1970
1	8	By-laws, 1973
1	9	By-laws, 1975
1	10	By-laws, 1977
1	11	By-laws, 1985
1	12	By-laws, 1987
1	13	By-laws, 1989
1	14	By-laws, 1990
1	15	By-laws, 1991
1	16	By-laws, 1992
1	17	By-laws, 1993
1	18	By-laws, 1995-2003
		Correspondence
2	1	Correspondence, 1969
2	2	Correspondence, 1970-1978
2	3	Correspondence, 1983, 1987
2	4	Correspondence, 1988 February to April
2	5	Correspondence, 1988 May to December
2	6	Correspondence, 1989 January to April
2	7	Correspondence, 1989 May to August
2	8	Correspondence, 1989 September to December
2	9	Correspondence, 1990
2	10	Correspondence, 1991 January to March
2	11	Correspondence, 1991 April to December

2	12	Correspondence, 1992 January to March
2	13	Correspondence, 1992 April to July
2	14	Correspondence, 1992 August to December
3	1	Correspondence, 1993-2004
		Council activities
3	2	Blood drive, 1993
3	3	Open house, 1987-1993
3	4	Town hall meeting, 1991-1993
3	5	Election of officers, 1995-1997, 2000
3	6	Guidelines, [1983-1991]
		Issues
4	1	Clifton Child Care Center, 1988
4	2	Dental insurance, 1992
4	3	Discriminatory harassment procedures, 1991
4	4	Employee discount program, 1989
4	5	Employee handbook, [1970]
4	6	Family benefits proposal, 1994
4	7	Grievance procedure, 1992-1994
4	8	McClain Group survey, 1984
4	9	Parental leave policy, 1991
4	10	Security, 1989
4	11	Smoking policy, 1992
4	12	Vendor discounts, 1990-1991
4	13	Log, 1989-1990
4	14	Miscellaneous, 1989, 1997
		Membership
5	1	Rosters, 1970-1975
5	2	Rosters, 1982-1983
5	3	Rosters, 1988-1989
5	4	Rosters, 1990
5	5	Rosters, 1993-1994
5	6	Rosters, 1995-1996
5	7	Rosters, 1996-1997
5	8	Rosters, 1998-1999
5	9	Rosters, 1999-2000
5	10	Representatives to University Senate, 1995-1999
5	11	Speakers, 1991-1992
5	12	Treasurer's report, 1989-1993

**Series 2**  
**Minutes and agenda, 1970-1999**  
**Boxes 6-7**

**Arrangement Note**

Arranged chronologically by type of material.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
6	1	Minutes, 1970
6	2	Minutes, 1971
6	3	Minutes, 1972
6	4	Minutes, 1973
6	5	Minutes, 1974
6	6	Minutes, 1975
6	7	Minutes, 1976
6	8	Minutes, 1977
6	9	Minutes, 1983
6	10	Minutes, 1984
6	11	Minutes, 1985
7	1	Minutes, 1987
7	2	Minutes, 1988
7	3	Minutes, 1989
7	4	Minutes, 1990
7	5	Minutes, 1991
7	6	Minutes, 1992
7	7	Minutes, 1993
7	8	Minutes, 1994
7	9	Minutes, 1995
7	10	Minutes, 1996
7	11	Minutes, 1997
7	12	Minutes, 1998
7	13	Minutes, 1999
7	14	Agenda, 1997-1998

**Series 3**  
**Committees and sub-committees, 1973-1997**  
**Boxes 8-10**

**Arrangement Note**

Arranged alphabetically by committee name, then chronologically.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
8	1	Ad hoc, 1990
8	2	Benefits, 1973
8	3	Communications, 1990 - Membership
8	4	Communications, 1990 - Open house
8	5	Communications, 1990 - Brochure
8	6	Communications, 1990 - Questionnaire (blank)
8	7	Communications, 1990 - Questionnaire (completed)
8	8	Communications, 1990 - Questionnaire (completed)
8	9	Communications, 1990 - Questionnaire, analysis of results
8	10	Communications, 1991 - Correspondence
8	11	Communications, 1991 - Open house
8	12	Communications, 1991 - Open house questionnaire
8	13	Communications, 1992 - General information
8	14	Communications, 1992 - Open house
8	15	Communications, 1995-1996 - Open house
9	1	Education/Publicity, 1973
9	2	Executive, 1974
9	3	Executive, 1988
9	4	Executive, 1989
9	5	Executive, 1990
9	6	Executive, 1991
9	7	Executive, 1992
9	8	Executive, 1995-1997
9	9	Health and safety, 1973
9	10	Membership, 1988
9	11	Membership, 1989
9	12	Membership, 1990
9	13	Membership, 1991 - Employee Council initial distribution assessment
9	14	Membership, 1991 - Correspondence
9	15	Membership, 1991 - Membership information questionnaire (blank)
9	16	Membership, 1991 - Membership information questionnaire (completed)
9	17	Membership, 1991 - Membership questionnaire (completed)

9	18	Membership, 1991 - Representative questionnaire
9	19	Membership, 1995-1998
10	1	Nominating, 1992
10	2	Program development, 1973
10	3	Special issues, 1987
10	4	Special issues, 1988
10	5	Special issues, 1989 - Membership list and subcommittee agenda
10	6	Special issues, 1989 - Comprehensive leave
10	7	Special issues, 1989 - Employee incentive proposals
10	8	Special issues, 1989 - Grievance board proposals
10	9	Special issues, 1989 - Leadership identification and career development
10	10	Special issues, 1989 - Leave pools
10	11	Special issues, undated - MARTA employees transit incentive program
10	12	Special issues, undated - Maternity leave
10	13	Special issues, undated - Woodruff Memorial Building 4th floor
10	14	Special issues, 1990 - Correspondence
10	15	Special issues, 1990 - Correspondence, facilities management: AIDS and Yerkes
10	16	Special issues, 1990 - Correspondence, Work and wage study
10	17	Special issues, 1991 - Correspondence
10	18	Special issues, 1992 - Correspondence
10	19	Special issues, 1994-1995 - Correspondence
10	20	Special issues, 1996-1997 - Correspondence
10	21	Special issues sub-committee, 1989 - Fringe benefits, Courtesy scholarship
10	22	Special issues sub-committee, undated - Health benefits



**Series 4**  
**Publications, 1971-1996**  
**Box 11**

**Scope and Content Note**

This subseries consists of directories, newsletters, press releases and brochures produced by or about the Employee Council.

**Arrangement Note**

Arranged alphabetically by material type, then chronologically.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
11	1	Directories, 1990-1991
11	2	Directories, 1991-1992
11	3	Directories, 1995-1996
11	4	Newsletters, 1971-1973
11	5	Newsletters, 1974-1976
11	6	Newsletters, 1992-1993
11	7	Press releases, 1986, 1989
11	8	Press releases, 1989-1990 - <i>Campus Report</i>
11	9	Press releases, 1992 - <i>Emory Report</i>
11	10	Brochures, 1992, 1996, undated

**Series 5**  
**Subject files, 1969-2000**  
**Box 12**

**Scope and Content Note**

This subseries consists of collected information pertaining to the activities of the Employee Council. Subjects represented here include, but are not limited to, Affirmative Action, employee benefits, discriminatory harassment, activities of the University Senate, grievance procedures and other issues of concern to employees.

**Arrangement Note**

Arranged alphabetically by subject, then chronologically.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
12	1	Affirmative Action, 1969
12	2	Affirmative Action, [1970]
12	3	Affirmative Action, 1974
12	4	Affirmative Action, 1976
12	5	Affirmative Action, 1985
12	6	Affirmative Action program data, 1991
12	7	Benefits, 1989
12	8	Center for Training and Development, 1990
12	9	Chart of administrative organization, 1970
12	10	Chart of administrative organization, 1991
12	11	"Childcare needs at Emory," 1982
12	12	Courtesy scholarship, 1974
12	13	Courtesy scholarship, 1981
12	14	Day Care Committee report, [1983]
12	15	Discriminatory harassment, 1992
12	16	EmoryCare, 1992
12	17	Emory University Hospital Affirmative Action Program, 1990
12	18	Emory University Senate, 1989
12	19	Emory University Senate, 1992
12	20	Emory University Senate committees, 1990
12	21	Emory University Senate committees year-end report, 1990
12	22	Emory University Senate Traffic and Parking Committee, 1992
12	23	Grievance procedures, 1976
12	24	Grievance procedures, 1989
12	25	Human resources, 1990
12	26	Layoffs, 1990
12	27	Leave, 1972

- 12 28 Martin Luther King, Jr., Ecumenical Service program, 1992
- 12 29 Memorial services in Cannon Chapel, 1992
- 12 30 Multicultural Learning Resource Center, 1992
- 12 31 Personnel memoranda, 1969
- 12 32 Personnel memoranda, 1970
- 12 33 Personnel memoranda, 1971
- 12 34 Personnel memoranda, 1972
- 12 35 Personnel memoranda, 1973
- 12 36 Promotion and transfer plan, 1990
- 12 36A Servant
- 12 37 Task Force on Security and Responsibility: Summary of recommendations, 1990
- 12 38 Traffic and parking rules and regulations, 1991
- 12 39 Tuition benefits at Emory and other Universities, 1989
- 12 40 "Working Together: How to become more effective in a multicultural organization," 1990
- 12 41 Miscellaneous, 1989, 2000

**Series 6**  
**Unprocessed additions, 2000-2009**  
**Boxes 13-19**

**Restrictions on Access**

Special restrictions apply: Series is closed to research in accordance with Emory University Archives access policy for unprocessed materials.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
13-19		Unprocessed additions, 2000-2009 [RESTRICTED]

**Series 7**  
**Web archives, 2012-**  
**web sites**

**Scope and Content Note**

Series 7 consists of captured and preserved web pages from the Emory University Employee Council that are made available through the Web Archiving Service of the California Digital Library.

The Emory Employee Council website (<http://www.employeecouncil.emory.edu/>) provides information about Employee Council membership and meetings as well as links to resources.

<b>Box</b>	<b>Folder</b>	<b>Content</b>
Online		Emory University Employee Council web archive, 2012- <a href="#">[Resource available online]</a>

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