Box 1
1. A&BS Org Charts 1990-2006
2. Exceptional Achiever Award 2002
3. Exceptional Achiever Award 2003
4. Exceptional Achiever Award 2004
5. Exceptional Achiever Award 2005 & 2006
6. Faculties
7. Faculties Management Budget Analysis
8. Fine Arts Fund 2003
9. Fine Arts Fund 2004
10. Fine Arts Fund 2006
11. Fitness Trail Dedication
12. FM Budget
13. FM Inspection
14. General Funds Utilities
15. Goals & Objectives FY02
16. Goals & Objectives FY03 & 02 Support Staff
17. Goals & Objectives FY03 Midyear
18. Goodman Garage
19. Governors Award
20. Greek Village
21. Harry Goedde Coach’s Award 2001-2002
22. Housekeeping
24. Steger, President
25. St. Clair, Kathryn
26. Zimpher, Nancy
27. Zimper, Nancy

Box 2
1. Agenda Jun 2000- Dec 2001
2. ASAC (Administrative Services Advisory Committee)
3. Attendance
4. Bearcat Campus Card (formerly One Card)
5. Bellevue Gardens
6. Kingsgate Conf Center- Parking Issues
7. Kingsgate Conference Center- General
8. Logo Revenue Sub-committee
9. Logo, Trademark and Image Revenue Task Force
10. Main Street - General
11. Main Street - General
12. Main Street Executive Committee
13. Main Street Financial Tracking
14. Main Street Financials
15. Main Street Fundraising
16. Main Street Team Meeting
17. Main Street Operations Committee
18. Maintenance Incentive
19. Marriott
20. Observatory
21. Planet Feedback
22. Presentations (A&BS)
23. QSI General 2001

Box 3
1. Goals & Objectives FY99
2. Goals & Objectives FY00
3. Goals & Objectives FY01
4. Goals & Objectives FY02
5. Goals & Objectives FY03
6. Goals & Objectives FY04
7. Goals & Objectives FY05
8. Goals & Objectives FY06
9. Goals & Objectives FY07
10. Administrative Services Division Business Plan 5/30/01
11. Administrative & Business Services 2003 Business Plan
13. Administrative & Business Services Business Summaries FY04
14. Administrative & Business Services Business Summaries FY05
15. Administrative & Business Services Business Summaries FY06
16. Administrative & Business Services Business Summaries FY07
17. A&BS Newspaper

Box 4
1. Administrative Services Guide
2. Food Services Master Plan
3. OAE- Student Satisfaction Survey April 2001
4. OAE- Campus services Dining Services surveys
5. OAE- General
6. OAE- Nomination
7. OAE- project Report for UC Bookstore by Institute for Policy Research
8. OAE- Supporting documentation
9. OAE Work Order Quarterly Report- supporting documentation
10. Ohio Award for Excellence
11. Power Plant & Tunnel Security Audit

Box 5
2. Agenda 1999
3. ASAC 1999
5. Emery Center
6. Exceptional Achievers 1997
7. Exceptional Achievers 1998
8. Exceptional Achievers 1999
9. IFMA Award Appl. 1999
10. Leave Donation Prog.
11. Marriott
12. MSMOC (MainStreet Management Operations Committee)
13. Observatory
14. Parking
15. Quantum
16. Rec Center
17. Recycling
18. RMI 96-98
19. ROI 93-97
20. ROI 1998
21. Sport Bonus History
22. Staff Meeting Minutes
23. Staff Mtgs
24. Vernon Manor
25. Year 2000

Box 6
2. Delta T Meetings
3. Kingsgate Conference Center Project
4. QSI General August- September 2001
5. QSI General June- July 2001
6. QSI General May 2001
7. QSI General October- November 2001
8. QSI People Committee
9. QSI Place Committee
10. QSI Process Committee
11. QSI Strategies Committee
12. QSI Training/Development
13. RMI
14. ROI
15. Shuttle Services
16. Slide Presentation Summaries
17. Spot Bonus Award FY01
18. Spot Bonus Award FY02
19. Staff Meeting Minutes
20. Traveling Trophy 2001
22. UHI Utility Contract 1999
23. Utility Rate Proposal
24. Utility Shutdown Policy
25. Vernon Manor

Box 7
1. Cycle Time
2. Cycle Time 01-02
3. Cycle Time 03-04
4. Cycle Time
5. Debt Services
6. Deferred Capital Report
7. Discretionary Leave
8. E-Commerce
9. Environmental Sustainability Committee
10. Environmental Sustainability Committee 2002
11. Environmental Sustainability Committee 2003 & 2004
12. Every Student Counts Program

Box 8
1. Miscellaneous photographs
2. Up-town Construction PPT presentation by Tony Brown
3. Master Plan Overlay Presentation by Hargreaves present to Deans on 2/25/04
4. Building Audit FM 2000- floppy disk
5. Common Sense Management PPT presentation- floppy disk
6. Intelligent Buildings- carousel of slides

Box 9
1. Bonus Program (Annual) 2002
2. Bonus Program (Annual) 2003
3. Bonus Program (Annual) 2004
4. Bonus Program (Annual) 2005
5. Bonus Program (Annual) 2006
6. Budget Cuts
7. Budget FY02
8. Budget FY03
9. Budget FY04
10. Budget FY05
11. Budget FY06
12. Budget FY07
13. Budget FY08
14. Budgets

Box 10
1. Central Utility Plant Addition
2. Consolidated Utility Serv. Plan-Binder
3. Consolidated Utility Service Plan
4. Customer Service Improvement through Employee Involvement
5. Employee Survey Results, Housing & TUC
6. FM Quality Service Enhancement Program

Box 11
1. Bonus Program (Annual) 2001
2. Building Inspections (2201/2002)
3. Center Hill
4. Cycle Time
5. Deferred Maintenance
6. E-Commerce
7. E-Communications
8. Efficiency Challenge by OBR
9. Emery Center
10. Exceptional Achievers 2001
11. Facilities Condition Study (2000)
12. Genome Research Institute (Also known as Aventis)
13. Genome Research Institute (Also known as Aventis)
14. Genome Research Institute (Also known as Aventis)
15. Governors Award (Energy Efficiency)
16. Harry Goedde Coach’s Award- 2001-2002
17. IMTC
18. Incentive Program
19. Internal Audit
20. Jefferson Housing/Hall

Box 12
1. Agenda
2. Alternative Fuel Vehicles (Transportation)
3. Annual Recognition Luncheon Programs
4. ASAC
5. ASEP
6. Attendance
7. Board of Trustees
8. Bookstores
9. Budget Cuts
10. Budget FY99 reports
11. Budget year- end rept.s
12. Budgets
13. Buildings Backgrounds
14. Campus Service Building
15. Central State University
16. Children’s Hospital
17. Classroom Project
18. Discretionary Leave
20. Grounds, Moving & Transportation Services
21. Human Resources
22. Incentive Programs
23. Internal Audit Reports
24. Mail Services
25. McGirr, Dale 1997- agendas JT correspondence
26. Public Safety
27. Shuttle Bus
28. Staff Meeting Minutes
29. Use of Facilities
30. Work Orders (cycle time)
31. Simper Meeting Agendas

Box 13
1. Eden Garage
2. Eden Garage
3. Eden Garage Lawsuit

Box 14
1. Cincinnati Public Schools Advisory Committee
2. City of Cincinnati Task Force- several different folders
3. Clifton Heights Community Urban Redevelopment
4. Howard Bell- old correspondence
5. PCB
6. PCBs
7. Series 25 Implementation
8. Stratford Heights- student Referral Reports
9. THP Inspection Reports

Box 15
1. Recognition Programs
2. Recycling 1
3. Recycling 2
4. RMI
5. ROI
6. Sanitary Sewer Credit
7. Sawyer Hall
8. Service Standards
9. Sewer Connection Credits
10. Shuttle Bus- Internal Operation Analysis
11. Shuttle Services
12. Social & Behavioral Sciences (SBSC)
13. Spark People Info
14. Spot Bonus Award FY02
15. Spot Bonus Award FY03
16. Spot Bonus Award FY04
17. Spot Bonus Award FY06
18. Spot Bonus FY01
19. Spot Bonus FY05
20. Spot Bonus History
21. Staff Meetings
22. Strategies
23. Stratford Heights
24. Task Force on Smoking Ban/ Policy
25. Three Sisters Residence Halls
26. Transportation Services
27. Traveling Trophy 2002
28. UC Advantage
29. UC 21 Support & Accountability
30. University President’s House
31. Utilities
32. Vernon Manor
33. Year End Financial Statement

Box 16
1. Office of Equal Opportunity (OEO)
2. Ohio Award for Excellence
3. OPERS-ERI
4. Organizational Chart (A&BS)
5. Parking Services
6. Presentations (A&BS)
7. Printing Services
8. QSI 2003
9. QSI 2004
10. QSI 2005
11. QSI Advisory 2002
12. QSI Advisory Team
13. QSI Best Practices
14. QSI General 2002
15. Quick Win

Box 17
1. Attendance
2. Auxiliary Services Incentive
3. Avian Flu
4. Board of Trustees FY 01
5. Board of Trustees FY 02
6. Board of Trustees FY 03
7. Board of Trustees FY 04
8. Board of Trustees FY 05
9. Board of Trustees FY 06
10. Recharge Council
11. Public Safety
12. President’s Budget Task Force
13. Livingston, Mitch

Box 18
1. Budget Reduction Status Report
2. Building Audits
3. Building Energy Report
4. Building Inspections
5. Building Requirements
6. Building Statistics
7. Calhoun Project
8. Campus Recreation Center
9. Campus Service Building (CSB)
10. CAS
11. Celebrate UC
12. Central Utility Plant Addition
13. Charitable Gift Giving 2003
14. Charitable Gift Giving 2004
15. Charitable Gift Giving 2005
16. Cincinnati’s Best Places to Work
17. Cogen- VP desk file
18. Cogeneration Project
19. Complaints
20. Comprehensive Academic Planning Processes (CAAP)
21. Comprehensive Academic Planning Processes (VP desk file)
22. Consolidated Utilities
23. Construction Projections
24. Traveling Trophy Award 2001-2002
25. Traveling Trophy Award 2003
26. Traveling Trophy Award 2004
27. Traveling Trophy Award 2005
28. Traveling Trophy Award 2006

Box 19
1. Incentive Program
2. Insurance (Building Value)
3. Jefferson Housing/Hall
4. Joint Parking Committee
5. Kingsgate Hotel & conference Center
6. KZF
7. Leave Donation Program
8. MainStreet
9. MainStreet Debt Service
10. MainStreet Executive Committee
11. MainStreet Tracking 02-03
12. MainStreet Tracking 04
13. MainStreet Tracking 05
14. MainStreet Tracking 2002
15. MainStreet Financials
16. MainStreet Fundraising
17. MainStreet Minutes
18. MainStreet Online
19. MainStreet Opening Celebration
20. MainStreet Operations
21. MainStreet Prospects
22. MainStreet Team Meeting
23. Marriot

Box 20
1. Agenda
2. ASEP
3. Bearcat Campus Card
4. Board of Trustees
5. Bonus Program
6. Bonus Program
9. Building Audits
10. Cycle Time
11. E-commerce
12. Exceptional Achievers
13. Food Services (2)
14. Harry Goedde Coach Award
15. Hazelwood Preserve
16. Hoechst Mario Roussel (Marion-Merrill Dow Property later known as GRI)
17. Jefferson Housing
18. Kingsgate

Box 21
1. A&BS Strategic Plan
2. Administrative & Business Services Division
3. Administrative Services Advisory Committee (ASAC)
4. Agenda 2002
5. Agenda 2003
6. Agenda 2004
7. Agenda 2005
8. Agenda 2006
9. Annual Report
10. Armory Fieldhouse
11. ASEP 1999
12. ASEP 2001
13. ASEP Employee Survey 2004
14. Internal Audit- July 04
15. Internal Audit- Dec 04
16. Internal Audit- July 05
17. Internal Audit- Oct 00-Jan 01 & Mar 2002
18. Internal Audit- Nov 02
19. Internal Audit- Sep 03
20. Internal Audit- Jan 03
21. Internal Audit- Dec 04