

# **Finding Aid for the Office of Diversity and Multicultural Affairs, 1973-2010**



**Record Group Number RG #28**  
**University Archives and Special Collections**  
William F. Maag , Jr. Library Youngstown State University  
One University Plaza Youngstown, OH 44555  
330-941-3487 (Phone) 330-941-3734 (Fax)

## Descriptive Summary

<b>Title:</b>	The Office of Diversity and Multicultural Affairs, 1973-2010
<b>Record Group No.</b>	RG 28
<b>Accession No.</b>	UA 2014.04
<b>Creator:</b>	The Office of Diversity and Multicultural Affairs. Held in Jones Hall.
<b>Extent:</b>	4.375 + 1 separate item
<b>Abstract:</b>	The documents found in this collection include interoffice correspondences, training and workshop development documents, advocacy and workforce analysis reports for students, staff and faculty.

## Administrative Information

<b>Provenance:</b>	The Office of Diversity and Multicultural Affairs
<b>Preferred Citation:</b>	Youngstown State University, Finding Aid for the Office of Diversity and Multicultural Affairs, 1973-2010 RG #28, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
<b>Restrictions:</b>	Yes- some files were redacted due to personal information
<b>Processing :</b>	Processed by Amber Bales Fall 2021
<b>Finding Aid:</b>	Written by Amber Bales, November 2021

## Historical Background

The origins of Affirmative Action present at Youngstown State University date back to 1968 when the office was created just four years after the passage of the Civil Rights Act.<sup>1</sup> On January

---

<sup>1</sup> Beth Ann Turner, "Campus Affirmative Action office fears ripple effect." *The Jambar*. 22 November 1996. 1

21, 1971 the Board of Trustees of Youngstown State University unanimously adopted an Affirmative Action program. Hugh A. Frost served as the first Affirmative Action Officer appointed by President Albert L. Pugsley in the summer of 1972. In 1984, Barbara C. Orton (formerly Barbara C. Bacon) became the Director of Affirmative Action. According to Orton, the primary focus of the Affirmative Action program was “to promote diversity on the faculty level.”

Over the years there have been numerous iterations of the office’s title. Based on reviewing staff directories and undergraduate course catalogs the following timeline was established:

1972- Affirmative Action  
1998 - Affirmative Action and Disability Services.  
2000 - Equal Opportunity and Disability Services.  
2002 - Equal Opportunity and Diversity.  
2014 - Office of Diversity and Multicultural Affairs  
2016 – Division of Multicultural Affairs  
2021 – Office of Diversity, Equity and Inclusion.

In 1999 a Commitment to Diversity report was put together by the Youngstown State University Community Task Force on Diversity. This report outlines a plan of action for academic enhancements, employment practices, diversity improvements, and efforts surrounding student recruitment and retention. This overview of topics represents the core work that is illustrated through the documents found in this collection. Also in 1999 an Assessment of Campus Climate for Diversity was completed to self assess the student and faculty perception of diversity efforts. The documents relating to this work can also be found in this collection.

## **Scope and Content**

While the collection is dated 1973 -2010 the majority of the records are from the late 1990s through 2008, primarily focusing on the work of Barbara C. Orton and Jimmy Myers as directors. The arrangement of the collection is primarily in original order, only when an item appeared to be misfiled or a folder could be broken into two or more folders to be more manageable were there any changes. The collections is arranged by type of document, and by year. The largest series in the collection is Correspondence ranging from 1994- 2010. This series provides a broad overview of the day to day work of the office. The Reports series is the next largest series and provides a different scope of content. There are workforce analysis reports dating back to 1977. In the Policy series there is an incomplete collection of guidelines and policies as directed by this office focusing on sexual harassment, hiring practices, etc. The documents in the remaining series provide information on events and committees that the office managed or in which they participated. Materials that did not fit into other series have been arranged alphabetically under the series of Subject Files.

## **Series Description**

Series I: Correspondence  
Series II: Reports  
Series III: Committees

Series IV: Policy  
Series V: Events and Publications  
Series VI: Subject Files  
Series VII: Oversized Material

## **Colophon**

The collections was reviewed and processed by Amber Bales, who also wrote the finding aid. She served as an MLIS intern to the Archives and Special Collection Department during the Fall of 2021. This collection arrived with a detailed inventory through two different submissions, one on 08-11-2014 and another on 2-18-16. Notes on weeding: minimal weeding was directly related to interoffice administrative correspondence usually regarding maintenance requests or university wide announcements about commencement or benefits package information.

## **Related Materials**

Archival Collections:

Youngstown State University, Office of the President, Leslie H . Cochran, Records, 1992-2000, R G 04/5, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Youngstown State University Records of the University Relations Office, RG 29, 1975-2001. YSU Archives and Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio

Delta Heritage Project, RG #65/01, Archives and Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

## **Index Terms**

Affirmative Action  
Barbara C. Orton  
Brown v. Board of Education  
Diversity  
Diversity in the workplace  
Equity  
Hugh A. Frost  
Inclusion  
Jimmy Myers  
Jones Hall

Multicultural Affairs  
Policy  
Presidential Mentors  
Recruitment  
Retention  
Sexual Harrassment  
Workforce Anaysis

## **BOX 1**

### **SERIES I Correspondence**

The correspondence in this series date from 1994-2010. All correspondence in this collection are either to or from the director of the Office at the time, primary Barbara C. Orton. Orton served as director from 1996 through her retirement in early 2003. Her commitment to the office is noted in reviewing her correspondence during the late 1990s when she was heavily involved in the advancement of inclusion and diversity on campus and off. After her retirement, Jimmy Myers was hired as her replacement in November 2003 and held the position of director until May of 2006.

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
1	1	Correspondence. 1994-1997
1	2	Correspondence. 1998
1	3	Correspondence. 1999
1	4	Correspondence. 2000
1	5	Correspondence. 2001
1	6	Correspondence. 2002
1	7	Correspondence. 2003-2004
1	8	Correspondence. 2006
1	9	Correspondence. 2008-2010

## **BOX 2**

### **SERIES II Reports**

There are a range of reports represented here, including workforce analysis, utilization analysis, self assessment reports, university organization analysis and documents pertaining to Annual and Strategic Planning. The date ranges reflected on the folder represent the earliest and latest date included, not a conclusive series.

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
2	1	Affirmative Action Progress Reports. 1977-1985

2 2 Workforce Analysis Comparison. 1997

### **BOX 3**

#### **SERIES II Reports (cont'd)**

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
3	1	Organization Charts. 1989-2002
3	2	Workforce Analysis. 1989-1990
3	3	Availability and Utilization Analysis. 1990-1994
3	4	Goals and Objectives. 1992-1999
3	5	Comparative Workforce Analysis Reports. 1996
3	6	Workforce Analysis. 1996-1997
3	7	ADA Compliance Review and Status Report. 1997
3	8	NCAA Race/Ethnicity and Gender Composition. 1997
3	9	Recruitment/ Retention Project Planning. 1999
3	10	Assessment of Campus Climate for Diversity. 1999-2001
3	11	Enrollment Summaries. 1999-2008
3	12	Progress Report on Diversity. 2002-2003
3	13	FY03 Annual Plan and Documents. 2003
3	14	Activity Summaries for Office of Equal Opportunity. 2004-2005
3	15	Higher Learning Commission. 2005-2006
3	16	Strategic Plan and Institutional Annual Plans. 2007, 2009

### **BOX 3**

#### **SERIES III. Committees**

##### **Subseries. I – University Wide Committees**

##### **Subseries. II- Internal Committees to the Office of Equal Opportunity and Diversity**

This series was broken in to two subseries to separate the work Jimmy Myers did as a co-collaborator of the new mentoring program developed in 2004<sup>2</sup>. This first subseries holds all the documentation of this work chronologically from 2005-2011 on the Presidential Mentors Committee. In Subseries II there are an array of different committee documents pertaining to the advancement of the office's focus on diversity and Affirmative Action. These folders are also arranged chronologically.

##### **Subseries I – University Wide Committees**

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
3	17	Presidential Mentors. 2005-2006
3	18	Presidential Mentors. 2006-2007
3	19	Presidential Mentors. 2007-2008

---

<sup>2</sup> Maysoon Abdekrasul, "Y S U administration taps student panel for opinions, suggestions." *The Jambar*. 30 November 2004. 1

3	20	Presidential Mentors. 2008-2009
3	21	Presidential Mentors. 2009-2010
3	22	Presidential Mentors. 2010-2011

#### **BOX 4**

#### **Subseries II- Internal Committees to the Office of Equal Opportunity and Diversity**

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
4	1	Affirmative Action Committee. 1989-1998
4	2	Armed Forces Minutes. 1997-1998
4	3	Partners for Workplace Diversity. 1998
4	4	Task Force on Diversity. 1998-1999
4	5	University Diversity Council. 2001-2009

#### **SERIES IV. Policy**

This series contains documentation and historical records of draft policies and guidelines pertaining to diversity, employment laws and hiring practices, sexual harassment, affirmative actions, and trainings that pertain to these policies.

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
4	6	Guidelines. n.d
4	7	Handbook for Physically Handicap. n.d
4	8	Sexual Harrassment. n.d
4	9	Affirmative Action Plan. 2000-2001
4	10	Affirmative Action Policy. 2002

#### **SERIES V. Events and Publications**

This series contains publications, brochures and newsletters created by the Office of Diversity and Equal Opportunity (and previous iterations of the department). It also contains event ephemera for the 50 Year Commemoration of Brown V. Board of Education. A founding document for this office is the August 1999 Commitment to Diversity Booklet. Three copies of this booklet are found in folder 11.

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
4	11	Brochures and Pamphlets. n.d
4	12	Event Publications and Fliers. 1997-1999
4	13	Diversity News, YSU Update & Diversity Matters. 1998-2008
4	14	Internship and Experiential Education Workshop. 2001
4	15	Brown v. Board of Education 50 Year Commemoration. 2004

#### **SERIES VI. Subject**

This series contains miscellaneous information that did not fit into the series as created. Notable documents are scholarship information, a history of Affirmative Action, and the hiring process of Jimmy Myers.

<b>Box</b>	<b>Folder</b>	<b>No. Contents</b>
4	16	Affirmative Action History. 1973-1985
4	17	Minority Access, Inc. 2000-2003
4	18	Jimmy Myers. 2003
4	19	Scholarships. 2004
4	20	Ohio Ethics Commission. 2007
4	21	Building Analysis Report, includes cd with photos.2007
4	22	New Trustee Orientation. 2008

### **SERIES VII. Oversized Material**

Materials contained in this series were either framed items or slightly oversized

#### **Item**

- 1 18x24 inch full color poster title "RESPECTING".