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JoAnn Winsten papers12575499

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Rare Book and Manuscript Library

Butler Library, 6th Floor
Columbia University, Mail Code 1127
535 W. 114th St.
New York, NY 10027

Business Number: (212) 854-5153

Fax Number: (212) 854-1365

rbml@libraries.cul.columbia.edu

URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

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Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Winsten, JoAnn
Title:	JoAnn Winsten papers
ID:	12575499
ID:	UA#0232
Date [inclusive]:	1969-2004
Physical Description:	2.5 linear feet 2 record cartons
Language of the Material:	English .

Preferred Citation

Identification of specific item; Date (if known); JoAnn Winsten papers; Box and Folder; University Archives, Rare Book and Manuscript Library, Columbia University Libraries.

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Biographical Note

JoAnn Winsten worked as administrative assistant and manager of the Applied Physics Department until her retirement in 2017. During her years she served in University Senate, the Commission on the Status of Women and the Columbia Administration Staff Association (CASA).

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Summary

This collection consists of Winsten's records from her time on the Commission on the Status of Women, the University Senate and the Columbia Administration Staff Association (CASA).

The records include her work on subcommittees and task forces addressing issues such as salary equity, fringe benefits, retirement plans, staff professional development, parental leave or workload relief, child care, sexual assault policy and procedures, personnel grievance procedures, and staff representation on the University Senate committees.

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Administrative Information

Publication Statement

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Revision Description

Finding aid published (JR) 2023-06-05

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Restrictions on Access

All administrative records of the University are restricted for 25 years from the date of creation.

Accrual

Additions are expected.

Immediate Source of Acquisition

2016.2017.M159: Source of acquisition--Physics Dept. JoAnn Winsten. Method of acquisition--Gift; Date of acquisition--6/8/2017.

Processing Information

This collection was processed by Joanna Rios in May 2023.

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Related Materials

Related Materials

For the official records of the University Senate, please see [Columbia University Senate records](#). Additional materials about the Commission on the Status of Women and the Columbia Administrative Staff Association (CASA) can be found in the [Historical subject files](#).

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Controlled Access Headings

- minutes (administrative records)
- Reports
- Columbia University -- Administration
- Columbia University. University Senate

Collection Inventory

Series I: JoAnn Winsten papers, 1969-2004

Scope and Contents

The first set of records in this collection includes Winsten's files from her terms in the University Senate, the Commission on the Status of Women, the Columbia Administrative Staff Association (CASA) and other campus groups, committees, task forces, etc. These usually include minutes, agendas, meeting announcements, background materials, handwritten notes and other correspondence. The second set of records is organized by subject.

Title/Description	Instances	
Group files		
Ad hoc Committee on Women in Columbia Administration, 1982-1983	box 1	folder 1
Scope and Contents		
Includes event announcements (mostly about careers in different parts of the University), meeting notes, bibliography.		
Administrative Staff Affairs Committee (ASAC)		
Scope and Contents		
Part of the University Senate, also knowns as the Committee on Administrative Staff Affairs		
1976-1985	box 1	folder 2
Scope and Contents		
Includes the Final Report of the Ad hoc Subcommittee of the Senate Administrative Affairs Committee on university personnel grievance procedure policy		
1979-1981	box 1	folder 3
Scope and Contents		
Minutes		
1981-1984	box 1	folder 4
Scope and Contents		
Minutes and reports; mostly related to fringe benefits (retirement plans)		
Columbia Administrative Staff Association (CASA)		

Scope and Contents

CASA Board of Trustees meeting agendas, minutes, correspondence and notes.

1980-1983	box 1	folder 5
1983-1986	box 1	folder 6

Commission on the Status of Women

Scope and Contents

Records include annual reports, minutes, draft resolutions, printed emails, notes. Topics include parental leave, child care, campus security, salary equity, sexual harassment, retirement plans.

1980-1987	box 1	folder 7
1984-1992	box 1	folder 8

Scope and Contents

Includes a copy of "The Graduate Woman's Own: An Orientation and Resource Guide" prepared by Graduate Women at Columbia, Fall 1984 edition.

1985-1989	box 1	folder 9
1992-1993	box 1	folder 10
1993-1994	box 1	folder 11
1994-1996	box 1	folder 12
Committee on promotional policy and salary equity, 1993-1997	box 1	folder 13
Pipeline Study, 1993-2001	box 1	folder 14

Conditions Governing Access:
Conditions Governing Access

Restricted until 2027

1996-1997	box 2	folder 1
2003-2004	box 2	folder 2

Conditions Governing Access:
Conditions Governing Access

Restricted until 2030

University Senate

Scope and Contents

Minutes, agendas, resolutions

1969-1976	box 2	folder 3
1979-1986	box 2	folder 4
Subject files		
Administrators' Parental Leave, 1992-1993	box 2	folder 5
Scope and Contents		
Parental workload relief		
Administrative Staff Statistics, 1981-1985	box 2	folder 6
Scope and Contents		
Winsten was the Chair of the Classification and Salaries Subcommittee		
Benefits, 1980-1986	box 2	folder 7
Scope and Contents		
Task Force on Fringe Benefits		
Benefits, 1983-1987	box 2	folder 8
Benefits, 1992-1993	box 2	folder 9
Budget, 1979-1981	box 2	folder 10
Scope and Contents		
Budgeting; budget allocation; proposed operating and capital budgets		
Budget Review Committee, 1981-1987	box 2	folder 11
CASA By-laws and Application for Membership, 1988	box 2	folder 12
CASA Chronicle (newsletters), 1977-1986	box 2	folder 13
Columbia University Association (newsletters), 1982-1984	box 2	folder 14
Scope and Contents		
Formerly Faculty Association		
Grievances / Employee Relations, 1976-1981	box 2	folder 15
Scope and Contents		
Personnel policy manual amendments		
Harlem Hospital, 1982-1983	box 2	folder 16
Health Sciences Faculty Survey and Student Questionnaire, 1985	box 2	folder 17

Scope and Contents

Quality of Life

Monitoring Committee, 1973-1984	box 2	folder 18
<p>Scope and Contents</p> <p>University's Administrative Monitoring Committee; Employment Procedures Workshop (1975); Employment Policy and Procedures</p>		
Occupational Health, 1979-1981	box 2	folder 19
<p>Scope and Contents</p> <p>Women's Occupational Health Resource Center newsletters</p>		
Permanent Salary Review Committee, 1983	box 2	folder 20
Salary Equity for Administrators, 1996-2003	box 2	folder 21-22
<p><u>Physical Description</u>: 2 folders</p> <p><u>Conditions Governing Access</u>: Conditions Governing Access</p> <p>Restricted until 2029</p>		
Representation on Senate Committees by Administrative Staff, Informal Survey, 1982	box 2	folder 23
Staff Development, 1980-1983	box 2	folder 24
<p>Scope and Contents</p> <p>Continuing education opportunities</p>		
Structure Proposal - Administrative Staff Committee Seats, 1981-1983	box 2	folder 25
<p>Scope and Contents</p> <p>University Senate's Committee on Structure and Operations; adding administrative staff members to Senate committees</p>		

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