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Collection Summary

Repository:	Archives and Special Collections Library, Vassar College Libraries
Creator:	Vassar College. Vice President for Finance and Administration
Title:	Vice President for Finance and Administration Records
Inclusive Dates:	1948-2000
Bulk Dates:	1966-1999
Quantity:	35 cubic feet (35 boxes)
Abstract:	Materials relating to the financial and business operations of the college. Includes restricted material.

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Administrative History

The Vice President for Administration was created in 1966 by the Board of Trustees, which unified the Vassar's Business Administration department. James Ritterskamp became the first Vice President for Administration in 1966 and served in this position until 1981. This position was also briefly known as Treasurer and Chief Financial Officer. In 1985 it became the Vice President for Finance and included the duties of the college treasurer. In 2001 the position became the Vice President for Finance and Administration. This office was created to handle non-academic matters of the College including purchases and debts, the maintenance of buildings and grounds, and non-academic personnel. These tasks had previously been the duties of the comptroller. In 1981, this office combined with the Vice President for Student Services to become the Vice President for Administrative and Student Services, increasing the duties to include campus activities food service, communications, financial aid, health services, security, residence, and publication. In 2002-2003, the Vice President was responsible for financial and business operations of the College. Anthony Stellato became the Vice President in 1983. He retired in 2000.

Source: Strickland, Karilyn and Marian Thomas. *An Administrative History of Vassar College, 1861-2003*. Edited by Ronald D. Patkus and Elizabeth A. Daniels. Poughkeepsie, NY: Vassar College, 2004.

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Scope and Content Note

The collection consists of 2 accessions from the Vice President for Finance and Administration. These contain records of two Vice Presidents, Anthony Stellato and James Ritterskamp. The collection includes correspondence, records, and memoranda relating to the financial and business operations of the college.

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Arrangement

Boxes 1-19 are from Anthony Stellato's tenure; boxes 20-34 are from James Ritterskamp's administration; box 35 contains material from both administrations. The Stellato Files are arranged alphabetically. The Ritterskamp Files are subject files with no specific order.[Top](#)

Access and Use

Access

Some materials in this collection are closed to research. Files will need to be reviewed before being released for research. This collection is stored off-site and requires advance notification for use. If ordered Monday-Thursday we can generally guarantee delivery for the next day. Please contact the [Library Staff](#) for more information.

Restrictions on Use

Permission to quote (publish) from unpublished or previously published material must be obtained as described in the [regulations of the Vassar College Archives and Special Collections Library](#).

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Subject Headings

Names:

- Ritterskamp, James J.
- Stellato, Anthony

Organizations:

- Vassar College--Administration
- Vassar College--Buildings
- Vassar College--Finances

Subjects:

- Women's colleges--New York (State)--Poughkeepsie

Document Types:

- Clippings
- Contracts
- Correspondence
- Financial records
- Minutes (administrative records)

- Reports
- Scrapbooks

VCL Categories:

- Vassar College Administrative Offices and Functions

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Encoding Information

Encoded by Elizabeth Clarke, August 2007. Updated by Emma Gronbeck, 2022-2023.

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Administrative Information

Preferred Citation

Vice President for Finance and Administration Records, Archives and Special Collections Library, Vassar College Libraries.

Processing Information

Collection processed August 2007.

Material related to the Mid-Hudson Graduate Center formerly identified as the Coeducation Collection processed and added to collection November 2022.

Campus Master Planning Committee material added to Box 35, November 2023.

Acquisition Information

Transferred from the Office of the Vice President for Finance and Administration, August 2007 (A2007-031 and A2007-046).

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Other Finding Aids

Some names have been redacted from the container listing. A full listing (ms word doc) is available to Archives and Special Collections staff.

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