



Guide to the Theodore W. "Ted" Minah Records and Papers, 1941-1975

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Summary

Collection Title:

Theodore W. "Ted" Minah records and papers, 1941-1975

Creator:

Minah, Theodore W., 1909-1991

Abstract:

Theodore W. "Ted" Minah, was the Director of Duke University Dining Halls from 1946-1974. Over his 28 years at Duke, Minah worked hard to serve the best quality food at as low a price as possible without incurring deficit to the University. By his retirement in 1974, Minah had transformed the dining halls at Duke University from a small operation to an operation of 12 dining halls serving approximately 15,000 meals per day. Materials in the collection include administrative records, work and purchase orders, food pricing, menus, financial and statistical reports, job descriptions, survey results, banquet logs, blueprints, union handbooks, black and white and color photographs, and other materials documenting the activities of the Duke University Dining Halls and the Director of Dining Halls.

Extent:

41.4 Linear Feet

Language:

Material in English

Collection ID:

UA.29.02.0007

Permalink:

<https://idn.duke.edu/ark:/87924/m1812v>

Preferred Citation

[Identification of item], Theodore W. "Ted" Minah Records and Papers, Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Background

Scope and Content

The Theodore W. "Ted" Minah records and papers span the years 1941-1975, with the bulk of the materials ranging from 1946-1974. The collection is arranged into three series: Administrative Records, 1945-1975, Articles and Speeches, 1941-1975 and Correspondence, 1945-1974. Administrative Records are further arranged into three subseries: Blueprints, Daily Banquet Logs, and General Administrative Records.

Materials in the collection include administrative records, correspondence, work and purchase orders, food pricing, menus, financial and statistical reports, job descriptions, survey results, banquet logs, blueprints, union handbooks, black and white and color photographs, and other materials documenting the activities of both the Duke University Dining Halls and the Director of Dining Halls, as well as Ted Minah's affiliations with professional associations.

Biographical/Historical

Theodore W. Ted Minah, was the Director of Duke University Dining Halls from 1946-1974. Minah came to Duke at a time when it was necessary to convert the feeding operations from a war-time basis to that of feeding 5,000 students, and at a time where the situation of the dining halls was less than appealing. Over the next 28 years, Minah worked hard to serve the best quality food at as low a price as possible without incurring deficit to the University. During his tenure, he was responsible for many innovations to university dining services including establishing a food credit system, developing a program for student employees - where they recruited, trained and gave students opportunities to become head waiters and waitresses, and creating free-flow service counters which eliminated waiting lines in the cafeterias. Minah was also increased the capacity of dining halls to accommodate the growing number of students, including remodeling existing cafeterias into the University Room, Blue & White Room, and Cambridge Inn, and overseeing the construction of the award winning Gilbert-Addoms and Graduate Center dining halls.

Minah's career weathered the 1968 dining hall strike for "decent living wages" and several student food boycotts, including grapes (1969), lettuce (1972), and meat (1973). Despite these boycotts, Minah worked tirelessly to support and meet the needs of the students on both East and West campuses. In addition to his relationships with students, Minah also strongly supported his employees (a larger percentage of the employees were African American) by providing on-the-job training, finding summer jobs in North Carolina and out-of-state resorts, enabling them to combine vacation with extra income, and by providing the avenues for promotion into supervisory and cashier positions.

By his retirement in 1974, Minah had transformed the dining halls at Duke University from a small operation to an operation of 12 dining halls serving approximately 15,000 meals per day. Ted Minah died in 1991 at the age of 82.

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Administrative Information

Publication Statement

David M. Rubenstein Rare Book & Manuscript Library

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Access Restrictions

Access restricted. Some materials in this collection are personnel records. Records pertaining to employment where individuals are identified are closed for 70 years.

Use Restrictions

Copyright for Official University records is held by Duke University; all other copyright is retained by the authors of items in these papers, or their descendants, as stipulated by United States copyright law.

Acquisition Information

The Theodore W. "Ted" Minah Records and Papers were received by the University Archives as a transfer in 1976 and 1981.

Processing Information

Processed by Mary Samouelian, June 2008

Encoded by Mary Samouelian, June 2008

Accessions 76-115, 81-79 were merged into one collection, described in this finding aid.

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Related Materials

Related Material

[Dining Services Reference Collection](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Duke Vigil Collection](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Office of the University Treasurer Records](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Names and Subjects

- Photographic prints
- Universities and colleges -- Food service
- Student housing -- North Carolina -- Durham
- Duke University -- Students -- Political activity
- Cafeterias -- United States -- Employees
- Durham (N.C.) -- Race relations
- Duke University. Dining Halls
- Duke University. Dining Services
- Duke University
- Minah, Theodore W., 1909-1991

Collection Inventory

Administrative Records, 1945-1975, undated

Access Restrictions:

Access restricted. Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Blueprints, 1947-1971 and undated

Physical Description: About 50 items

Scope and Contents note

Includes oversized blueprints of detailed renovations, alterations, installations, and floor plans of primarily Duke campus dining halls (East and West), kitchens, buildings, and equipment systems. The blueprints are located drawers 31/32 in the map cabinets.

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Alterations to Union Building - West Campus, 1962	
Dishwasher Installation, 1962	
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Student Activities Building, undated	
Union Building - West Campus, 1962 (Floor Plans/Equipment)	
Alterations to Union Building, 1962	
Union - West Campus - Floor Plan, 1954	Folder 4
Cambridge Inn, 1967	
Equipment - The Woman's College, 1957	

Equipment - Men's Dormitory - West Campus, 1950	
Proposed Subveyors - Union Building, 1968	Folder 5
<hr/>	
Union Building - West Campus - Light Panel, 1962	
Proposed Alterations - Dining Halls, Duke Marine Laboratory, Beaufort, NC, 1957	
Dishwashing Counter - Dining Hall, Beaufort, NC, 1960	
Highland Hospital, Asheville, NC, 1957	
Highland Hospital, Asheville, NC, 1957	
Highland Hospital, Asheville, NC, 1957	
Union Building - West Campus Floor Plan, 1954	Folder 6
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Conveyor System - Women's Union Building, 1951	
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Renovation of Walk-In Refrigerator (Section A, B, C, D & E), 1964	
Cash Register Table - Blue & White Room, 1962	
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Arrangement of Dishwashing Pantry - Men's Graduate Center, 1950	
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Basement Floor Plan - Graduate Men's Dormitory, 1950	
Basement Floor Plan - Graduate Men's Dormitory, 1950	
Proposed Arrangement for New Location of Subveyor #1, 1971	
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Part Plan - 2nd Floor, undated	

Model 85PT Dishwasher with Prewash from
Water Main, 1952
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Hot Food Table for Oak Room Service Kitchen,
1957

Proposed Alterations - Oak Room Kitchen,
1957

Rearrangement of Oak Room Serving Kitchen,
1957

Revised Drawing of Subveyor Unit - Oak
Room, 1957

Student Union Building, University of
Kentucky, 1966

Duke University, 1967

Proposed Office Layout for Duke Endowment
Fund, 1961

Ground Floor - Gilbert-Addoms, undated

Indoor Stadium (copy), 1939

Floor Plan - Rooms 109, 109D, 112B - Union
Building, 1966 Folder 9

Conveyor System - Women's Union Building,
1951

Second Floor Plan - Building, University of
New Hampshire, undated

Second Floor Plan - Building, University of
New Hampshire, undated

Proposed Alterations to Entrance to Oak
Room, 1955

1st and 2nd Floor Plan, undated

Model "F" Subveyor (Reversible), 1952

Subveyor System 1950

Daily Banquet Logs, 1948-1974

Scope and Contents note

6.0 ln. ft. (27 items)

Arrangement: chronologically

Each annual log contains details of daily dining hall events and banquets, handwritten menus, receipts, brochures, and banquet requests/cancellation letters.

Daily Banquet Logs, 1948-1955 Box 1

Daily Banquet Logs, 1956-1961 Box 2

Daily Banquet Logs, 1962-1968	Box 3
Daily Banquet Logs, 1969-1974	Box 4

General Administrative Records, 1945-1975 and undated

Scope and Contents note

23.3 ln. ft. (about 17,500 items)

Arrangement: Alphabetically

Materials in this subseries include administrative records, work and purchase orders, food pricing, menus, financial and statistical reports, job descriptions, survey results, union handbooks, black and white and color photographs, and other materials documenting the activities of the Duke University Dining Halls and the Director of Dining Halls.

Access Restrictions:

Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

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Ballroom - Cost of New Floor, 1964, 1972	Box 5
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Correspondence - School of Forestry	Box 7
Correspondence - Woman's College Dining Halls, 1970-1971	Box 7
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Access Restrictions:

Personnel information restricted.

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Scope and Contents note

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Scope and Contents note

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