Finding Aid
Advisory Board / Trustees
(10-125)

University of St. Francis Library Archives
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Descriptive Summary

Collection Title: University Records

Series Title: Advisory Board / Trustees

Collection Number: 10

Series Number: 125

Extent: 6 boxes; 3 linear feet

Abstract:
Circa 1955, the College of St. Francis formed an Advisory Board for the school. The Advisory Board became the Board of Trustees circa 1962. This collection contains materials related to these boards from 1935-1983. Meeting minutes make up the largest portion of the collection, but there is also information about some of the original board members, information about the development of the board, and copies of the By-laws. Because of the personal and confidential nature of most of the contents of this collection, it is closed to the public. For further information and for directions on how to apply for permission to view materials please contact the Archives Staff.

Physical Location: G12 – Section 2 – Shelf 1

Language: English

Processor: Linnea Knapp, Archives Librarian

Administrative Information

Restrictions on use and reproduction: All rights held by the University of St. Francis. For permission to reproduce, distribute, or otherwise use materials, please contact Archives Staff.
Restrictions on access: CLOSED – Permission to view collection must be obtained from the President’s Office.

Provenance / Source of acquisition: unknown

Scope and Content Note

Types of material: Meeting minutes, Correspondence, Brochures, Pamphlets, Legal Documents, Photographs

Dates: 1935-1983

Bulk Dates: 1954-1975

Container Listing

Box 1:
Folder 1 – Advisory Board Preliminary Matters – ca. 1955-1956
Folder 2 – Advisory Board Brochure – Capital Campaign – 1956-1957
Folder 3 – Loose copies of Advisory Board By-laws; Newspaper Clippings – ca. 1960-1966
Folder 4 – Advisory Board - Attendance Record – November 1955-June 1963
Folder 5 – Minutes and By-laws of the CSF Advisory Board – November 1955-1961
Folder 6 – Minutes of the CSF Advisory Board – 1955-1966
Folder 7 – Minutes of the CSF Advisory Board – 1962-1968
Folder 8 – Notes on Organization of Advisory Board and Associated Colleges of Illinois (ACI) Membership – 1955-1961
Folder 9 – Advisory Board Membership – ca. 1962
Folder 10 – Advisory Board Correspondence – 1958-1966
Folder 11 – Advisory Board Correspondence – 1958-1966 (2)

Box 2:
Folder 1 – Block, William
Folder 2 – Delrose, Mrs. Juel
Folder 3 – Fay, William E.
Folder 4 – Hansen, William
Folder 5 – Hayes, James
Folder 6 – Jacobs, William
Folder 7 – Kennedy, Hayes
Folder 8 – Bergeron, Edward P.
Folder 9 – Lux, John F.
Folder 10 – McCarthy, James P.
Folder 11 – Naumann, William L.
Folder 12 – Blackburn, William
Folder 13 – Gosselin, John
Folder 14 – Joyce, John J. (Sr.)
Folder 15 – Joyce, William
Folder 16 – Hammes, Romy J.
Folder 17 – Stephanich, Matthew W.
Folder 18 – Snite, Col. Fred B. (Honorary)
Folder 19 – Governing Booklets – ca. 1964-1967
  Report Card for College Trustees by Francis C. Pray
  Statement on Government of Colleges and Universities
  The Role of the Governing Board (AGB Reports) by Algo D. Henderson
Folder 20 – Board of Trustees – College of St. Francis – Meeting Minutes – 1962-1968
Folder 21 – Research on Boards and Trustees – ca. 1962
Folder 22 – Notes – Board of Trustees and Members of Administration of CSF – ca.
  1954-1968
Folder 23 – Preliminary Study of a Job Analysis of Administrative Offices – May 1964
Folder 24 – By-laws of the College of St. Francis Corporation – March 26, 1965
Folder 25 – Research materials on the corporation – ca. 1961-1964
Folder 26 – C.S.F. Statutes – 1935
Folder 27 – History, Development and Final Copies of By-laws of Advisory Board – n.d.

Box 3:
Folder 1 – Board of Trustees – C.S.F. – Administrative Information – October 1962-
  August 1968
Folder 2 – Board of Trustees – C.S.F. – Administrative Information – August 1968-July
  1971
Folder 3 – Board of Trustees Meeting of August 8, 1968
Folder 4 – Board of Trustees Minutes – September 1971-May 1972

Box 4:
Folder 1 – Correspondence RE: Building Loans – 1963, 1964; CSF Bond Resolution –
  1966; CSF Loan Agreement Resolution – 1965
Folder 2 – Board of Trustees – Minutes and Papers – 1960-1962
Folder 3 – Board of Trustees – Minutes and Papers – 1963-1965
Folder 4 – Board of Trustees – Minutes and Papers – 1966
Folder 5 – Board of Trustees – Minutes and Papers – 1967-1968
Folder 6 – Board of Trustees – Minutes and Papers – 1971
Folder 7 – Board of Trustees – Minutes and Papers – 1972
Folder 8 – Board of Trustees – Minutes – August 1972-November 1973
Folder 9 – Board of Trustees – Minutes and Papers – 1973

Box 5:
Folder 1 – Board of Trustees – Minutes, Papers and Correspondence – 1974
Folder 2 – Board of Trustees – Minutes, Papers and Correspondence – 1974 (2)
Folder 3 – Board of Trustees – Minutes and Papers – undated
Folder 4 – Board of Trustees – Documents – 1962, 1971-1972
Folder 6 – Board of Trustees – By-laws and Legal Documents – 1962, 1971
Folder 7 – Board of Trustees – Minutes – September 1971-January 1973
Folder 8 – Board of Trustees – Minutes – February 1973-September 1973
Folder 9 – Board of Trustees – Minutes – April 1973-September 1974
Folder 10 – Board of Trustees – Minutes and Papers – July 1974-September 1975
Folder 11 – Board of Trustees – Minutes and Papers – October 1975-December 1975

Box 6:
Folder 1 – Board of Trustees – Minutes and Papers – January 1976-September 1976
Folder 2 – Board of Trustees Retreat – April 28-29, 1983
Folder 3 – Board of Trustees Retreat – April 28-29, 1983 (2)
Folder 4 – Board of Trustees Retreat – April 28-29, 1983 (3)
Folder 5 – Photographs – USF Board – October 6, 2004 (by Ron Molk)

Keywords
Advisory boards
By-laws
College trustees
Conference proceedings
Corporate minutes