

RSC.Board of Trustees

1916- 1993

2015.015

Quantity:	2 cartons, 1 document box, 1 legal size document box
Access:	
Acquisition:	
Processed by:	Allison Gillette, July 2015

Scope and Contents Note:

Finances from 1916-1928 come from the personal papers of William H. Shields, Trustees & Treasurer of the Emma Willard School and Russell Sage College.

Enrollment Options Committee: All but one folder are from Almeda C. Drake's personal papers. The folders are labeled.

Box 4: Legal size document box for oversized materials.

Box 5: Oversized Ledger

Box and Folder Listing:

Box Number	Folder Number	Folder Contents
		Control Folder
1	1	A Preliminary Statement of Needs for the Five-Year Period 1972-77, 1972
1	2	Administrative Goals, 1974-75
1	3	Associate Trustees
1	4	Audit, March 7, 1938
1	5	Board of Trustees Meetings, 1927-28. 1 st Meeting of Incorporators of RSC, February 1, 1928
1	6	Board of Trustees Meetings, 1928-29
1	7	Board of Trustees Meetings, 1929-30
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1	9	Board of Trustees Meetings, 1931-32
1	10	Board of Trustees Meetings, 1932-33
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1	17	Board of Trustees Meetings, 1939-40
1	18	Board of Trustees Meetings, 1940-41

1	19	Board of Trustees Meetings, 1941-42
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1	39	Board of Trustees Meetings, 1961-62
1	40	Board of Trustees Meetings, 1971-72
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1	54	Board of Trustees Meetings, 1988-89
1	55	By Laws, n.d.
1	56	By-Laws, 1916
1	57	By-Laws, 1920
1	58	By-Laws, 1921 & 1940
1	59	By-Laws, 1932
1	60	By-Laws, 1933
1	61	By-Laws, 1936
1	62	By-Laws, 1940
1	63	By-Laws, 1942
1	64	By-Laws, 1962

1	65	By-Laws, 1971
1	66	By-Laws, 1978
1	67	Committee Lists, 1975-76
1	68	Committee Lists, 1978-79
1	69	Committees: Ad Hoc Committee, 1972-73
1	70	Committees: Committee on Educational Affairs, 1972-73
1	71	Committees: Curriculum Committee, 1972-73
1	72	Committees: Educational Affairs Committee, 1974-75
1	73	Committees: Enrollment Options Committee, 1986-87
1	74	Committees: Enrollment Options Committee, Advantages and Disadvantages of Options, 1986-87. A.C. Drake Papers.
2	1	Committees: Enrollment Options Committee, Correspondence with Almeda C. Drake, 1986-87. A.C. Drake Papers.
2	2	Committees: Enrollment Options Committee, Correspondence with William Kahl, 1986-87. A.C. Drake Papers.
2	3	Committees: Enrollment Options Committee, Junior College of Albany Market Study. Prepared for the Barton-Gillet Company, 1986-87. A.C. Drake Papers.
2	4	Committees: Enrollment Options Committee, Meetings, Transcripts and Agendas, 1986-87. A.C. Drake Papers.
2	5	Committees: Enrollment Options Committee, Middle States Association Reports, 1986-87. A.C. Drake Papers.
2	6	Committees: Enrollment Options Committee, Middle States Periodic Report of Russell Sage College, 1986-87. A.C. Drake Papers.
2	7	Committees: Enrollment Options Committee, Miscellaneous, 1986-87. A.C. Drake Papers.
2	8	Committees: Enrollment Options Committee, Optional Employment Projections, 1986-87. A.C. Drake Papers.
2	9	Committees: Enrollment Options Committee, Part I: Report on Coeducation at Other Former Women's Colleges, 1986-87. A.C. Drake Papers.
2	10	Committees: Enrollment Options Committee, Part II: Transition to Coeducation: Goucher College, 1986-87. A.C. Drake Papers.
2	11	Committees: Enrollment Options Committee, Published Articles, 1986-87. A.C. Drake Papers.
2	12	Committees: Enrollment Options Committee, Report: A Decade of Coeducation: A Report and Some Recommendations, Skidmore College, 1971-9181, 1986-87. A.C. Drake Papers.
2	13	Committees: Enrollment Options Committee, Report on the Bridge Program (January 1987), 1986-87. A.C. Drake Papers.
2	14	Committees: Enrollment Options Committee, Report with Cover Letter, 1986-87. A.C. Drake Papers.
2	15	Committees: Enrollment Options Committee, Responses to Options Report - Alumnae, 1986-87. A.C. Drake Papers.
2	16	Committees: Enrollment Options Committee, Responses to Options Report – Faculty and Administrators, 1986-87. A.C. Drake Papers.
2	17	Committees: Enrollment Options Committee, Responses to Options Report – Students, 1986-87. A.C. Drake Papers.

2	18	Committees: Enrollment Options Committee, Responses to Options Report - Trustees, 1986-87. A.C. Drake Papers.
2	19	Committees: Enrollment Options Committee, The Russell Sage College Focus Groups: Review and Analysis. Prepared for the Barton-Gillet Company, 1986-87. A.C. Drake Papers.
2	20	Committees: Enrollment Options Committee, Russell Sage College Market Study. Prepared for the Barton-Gillet Company, 1986-87. A.C. Drake Papers.
2	21	Committees: Enrollment Options Committee, Russell Sage College: Recommendations on Strategic Considerations and Marketing Initiatives. Prepared for the Barton-Gillet Company, 1986-87. A.C. Drake Papers.
2	22	Committees: Executive Committee, 1936-38
2	23	Committees: Faculty Affairs Committee, 1974-75
2	24	Committees: Finance Committee, 1934-35
2	25	Committees: Finance Committee, 1936-37
2	26	Committees: Finance Committee, 1939-40
2	27	Committees: Finance Committee, 1940-41
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2	43	Committees: Finance Committee, 1974-75
2	44	Committees: Finance Committee, 1975-76
2	45	Committees: Finance Committee: Budget, 1983-84
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2	54	Committees: Institutional Review Committee, 1992-93
2	55	Committees: Institutional Review Committee: Recommendations For RSC
2	56	Committees: Library Committee, 1937
2	57	Committees: Physical Plant Committee, 1974-75

2	58	Committees: President Search Committee, 1986-87
2	59	Committees: Search Committee, 1987-88
2	60	Committees: Student Affairs Committee, 1976-77
2	61	Committees: Student Affairs Committee, 1983-84
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2	69	Committees: Trustee Development Committee, 1975-76
2	70	Correspondence, 1971-72
2	71	Correspondence, 1977-78
2	72	Correspondence: Regarding the Resignation of President Walker, Spring 1973
2	73	Donors: Beers, Roland. James Wheelock Clark Library was named for Beers' father.
2	74	Eighth Annual Conference on the Leadership Role of the Trustee, 1972
2	75	Faculty Senate Meetings, 1971-72
2	76	Financial: Annual Fund, 1975-76
2	77	Financial Statement, 1937-38
2	78	Froman Distinguished Professorship
2	79	Henderson Act: Maintenance of Public Order, 1969
2	80	History, 1936-55
2	81	Members: Chapman, Harlen M., 1941
2	82	Members: Clarke, Ruth S., 1945-46
2	83	Members: Cuthbert, Margaret
2	84	Members: Cowee, Harvey & Louise, 1929-39
2	85	Members: Hume, Edward H., 1929-34
2	86	Members: Knickerbacker, John, 1947 (See legal vertical file)
2	87	Members: McKean, Andrew, 1938-44
2	88	Members: McKinney, Roessle, 1933-39
2	89	Members: McMurray, Charles B., 1929-40
2	90	Members: Paine, John, 1945
2	91	Members: Rowley, Jean F.
2	92	Members: Roy, Herbert F., 1929-40
2	93	Members: Schacht, Elmer, 1937-63
2	94	Members: Shields, William H., 1929-31
2	95	Members: Tillingast, Barker C.W., 1929-38
2	96	Members: Wilson, Edward B., 1936-39
3	1	Memorandum of a Meeting of the Committee on "The Future of The School and College" Held at Russell Sage College, June 17, 1925
3	2	Policies: Academic Tenure, 1932
3	3	Press Releases, 1972-73
3	4	Publications: "A Suggested Defense Program for Women," 1940
3	5	Publications: News on the Capital Campaign, 1982

3	6	Reports: Accountants' Report, 1983
3	7	Reports: Annual Report: Office of Public Relations, 1974-75
3	8	Reports: Business Office Report, 1974-75
3	9	Reports: Independent Auditors' Report, 1984
3	10	Reports: Independent Auditors' Report, 1985
3	11	Reports: Independent Auditors' Report, 1987
3	12	Reports: Independent Auditors' Report, 1988
3	13	Reports: Independent Auditors' Report, 1989
3	14	Reports: Presidents' Report, 1987-88
3	15	Reports: Report of Capital and Annual Gifts, 1987-88
3	16	Reports: Report of the All-College Committee on Governance, 1973-74
3	17	Reports: Report of the Nominating Committee, 1975-76
3	18	Reports: Report of the President, 1970-71
3	19	Reports: Report of the President, 1976-77
3	20	Reports: Report on the First January Term, 1972-73
3	21	Reports: Report on the Selection of Site for Russell Sage College, 1929
3	22	Reports: Report to Trustees, 1975-76
3	23	Reports: Secretary's Report, 1928-29
3	24	Reports: Secretary's Report, 1929-30
3	25	Reports: Secretary's Report, 1934-35
3	26	Reports: Student Government Progress, 1987-88
3	27	Reports: Treasurer's Report, 1927-28
3	28	Symposium: "A Role of the United States in the Resent World Crisis," Nov. 1939
3	29	Treasurer (W.H. Shields): Budget, 1920-21
3	30	Treasurer (W.H. Shields): Budget, 1921-22
3	31	Treasurer (W.H. Shields): Budget, 1922-23
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3	33	Treasurer (W.H. Shields): Checks/Vouchers, 1920-21
3	34	Treasurer (W.H. Shields): Checks/Vouchers, 1921-22
3	35	Treasurer (W.H. Shields): Correspondence, 1921
3	36	Treasurer (W.H. Shields): Financial Statements/Vouchers, 1919-20
3	37	Treasurer (W.H. Shields): Financial Statements/Vouchers, 1923-24
3	38	Treasurer (W.H. Shields): Financial Statements/Vouchers, 1924-25
3	39	Treasurer (W.H. Shields): Investment Securities/Vouchers, 1917-18
3	40	Treasurer (W.H. Shields): Transfer of Property From Emma Willard to Russell Sage College, 1927
3	41	Workshop, 1966
4	1	Budget, 1940-41
4	2	Treasurer (W.H. Shields): Finances, 1916
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4	18	Treasurer (W.H. Shields): Ledger, 1916-20
4	19	Treasurer (W.H. Shields): Student Register, Spring 1917
4	20	Treasurer (W.H. Shields): Student Register, 1917-18
4	21	Treasurer (W.H. Shields): Student Register, 1918-19
4	22	Treasurer (W.H. Shields): Student Register, 1919-20
5		Treasurer (W.H. Shields): Ledger, July 1920-July 1923