

3. BOARD OF TRUSTEES AND CORPORATION

Title: Records of the Board of Trustees and Corporation

Date: 1964 – on-going

Quantity: approximately 1 cubic foot, 1.25 linear feet (3 document boxes)

Collection Number: 3

Restrictions

Access:

Access to the collection is unlimited. Researchers are allowed to view all pieces of the collection. The archives is open by appointment only. Call the Reference Librarian at (617) 879-2222 to make an appointment.

Copyright:

Requests to publish material from the collection should be submitted to the Library Director.

Administrative Information

Acquisition:

The collection was the donation of Wheelock alumnae, faculty, and staff.

Processing Information:

The collection was re-processed and updated by Abigail Blachly in 2004. The collection was initially organized by Theresa B. Davitt. The collection was rearranged based on archival principles. Accession correspondence as well as inquiries into information from the archives was removed from the collection. Acidic materials such as newsprint were photocopied onto acid-free paper and then discarded unless the original had some intrinsic value.

Historical Note

Lucy Wheelock founded the Wheelock Kindergarten Training School in Boston, Mass., in 1888. The school was incorporated on a non-profit basis in 1939, and a Board of Trustees was appointed, which undertook the management of the school. Lucy Wheelock

was named Chairman of the Board, Stuart Rand was Vice-Chairman, and Dr. Alton L. Miller, Chairman of the Executive Committee. Among the first moves of the Board was the decision to expand Wheelock School's three year course into a four year degree-granting program.

Scope and Content

The Records of the Board of Trustees and Corporation, dating from 1964 to the present, is organized into two series: Biographical and Information Guides ; and Meeting Minutes, Memoranda and Correspondence. The second series is divided into three subseries: Minutes, Memoranda and Correspondence ; Board and Corporation Notes ; and President's Reports.

I: Biographical and Information Guides

II: Meeting Minutes, Memoranda and Correspondence

A. Minutes, Memoranda and Correspondence

B. Board and Corporation Notes

C. President's Reports

Series Description

I: Biographical and Information Guides

Contains biographical information about members of the Board and Corporation, including clippings and Information Guides, which contain the names and addresses of trustees and members of the corporation, as well as the Wheelock College By-Laws, 1988-1992. This series also includes a framed tribute to former trustee Brooks Potter, from 1975.

II: Meeting Minutes, Memoranda, and Correspondence

This series is divided into three subseries: Minutes, Memoranda and Correspondence ; Board and Corporation Notes ; and President's Reports. The first subseries, Minutes, Memoranda and Correspondence, contains various documents created by the Board and Corporation, including meeting minutes, memoranda, and correspondence, from 1964-1968, 1991-1995, and 2003. The memos from 1991-1994 concern the resignation of Daniel Cheever as President of the College, the appointment and resignation of Gerald Tirozzi, and the appointment of Marjorie Bakken as President. Also included is the 1992-1993 Strategic Planning Guide, with an introduction by Edward H. Ladd, Chairman of the Board of Trustees, and Gerald Tirozzi, President of the College. The Strategic Planning Guide contains a mission, vision statement, strategic planning organizational chart, and a timeline. The second subseries, Board and Corporation Notes, dates from 1992 to 2004, and consists of memos from the College President (Tirozzi and Bakken) to the Board of Trustees and Members of the Corporation, updating them on current activities of the College. The final subseries, President's Reports, contains reports from

President Marjorie Bakken to Board of Trustees and Corporation. The report from May 13, 2004 also includes a copy of Bakken's 1994 inaugural address.

Cataloging Entries

The following catalog entries provide controlled subject access to the collection. All these entries are searchable in the Wheelock College Library's online catalog to find materials of related interest.

Wheelock College – Board of Trustees
Wheelock College – Corporation
Bakken, Marjorie
Tirozzi, Gerald N.
Ladd, Edward H.

Container List

Series I: Biographical and Information Guides

Box 1

- Biographical information, members of the board and corporation
- Brooks Potter framed tribute, Nov. 19, 1975, Framed.
- Information guide, 1988-1989
- Information guide, 1989-1990
- Information guide, 1991-1992

Series II: Meeting Minutes, Memoranda and Correspondence

Subseries A: Minutes, Memoranda and Correspondence

- 1964-1965, Folders 1 & 2
- 1965-1966
- 1966-1967
- 1967-1968, Folders 1 & 2
- 1971, 1982
- 1991-1995
- 2003
- 1992-1993 Strategic Planning Guide (2 copies)

Subseries B: Board and Corporation Notes

Box 2

- July 1992, from Tirozzi
- November 1992, from Tirozzi
- February 1993, from Tirozzi
- April 1993, from Tirozzi
- August 1993, from Bakken
- December 1993, from Bakken
- August 1994, from Bakken

- February 1995, from Bakken
- August 1995, from Bakken
- January 1996, from Bakken
- August 1996, from Bakken
- January 1997, from Bakken
- August 1997, from Bakken
- July 1998, from Bakken
- January 1999, from Bakken
- August 1999, from Bakken
- January 2000, from Bakken
- August 2000, from Bakken
- January 2001, from Bakken
- August 2001, from Bakken
- August 2002, from Bakken
- January 2003, from Bakken
- August 2003, from Bakken
- January 2004, from Bakken

Subseries C: President's Reports

Box 3

- December 13, 2001, from Bakken
- March 14, 2002, from Bakken
- September 19, 2002, from Bakken
- October 28, 2002, from Bakken
- November 25, 2002, from Bakken
- December 2, 2002, from Bakken
- December 12, 2002, from Bakken
- January 17, 2003, from Bakken
- March 3, 2003, from Bakken
- April 17, 2003, from Bakken
- May 5, 2003, from Bakken
- June 17, 2003, from Bakken
- August 4, 2003, from Bakken
- September 25, 2003, from Bakken
- November 10, 2003, from Bakken
- December 3, 2003, from Bakken
- December 17, 2003, from Bakken
- January 14, 2004, from Bakken
- February 18, 2004, from Bakken
- March 11, 2004, from Bakken
- April 26, 2004, from Bakken
- May 13, 2004, from Bakken