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## Collection Summary

**Repository:** Archives and Special Collections Library, Vassar College Libraries

**Creator:** Vassar College. Board of Trustees

**Title:** Vassar College Board of Trustees Records

**Dates:** 1861-2014

**Quantity:** 40 cubic feet (55 boxes)

**Abstract:** Materials relating to the work of the Vassar College Board of Trustees. Includes meeting minutes, reports, correspondence, committee records, and financial records.

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## Administrative History

The members of the first Board of Trustees were listed in the college charter, which was passed by the New York State Legislature January 18, 1861. The first meeting of the Board occurred five weeks later on February 26th.

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## Scope and Content Note

The collection consists of materials relating to the work of the Vassar College Board of Trustees. Includes meeting minutes, reports, correspondence, committee records, and financial records.

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## Access and Use

### Access

Records from roughly 1986 to the present (including all materials in boxes 24-34, 40-46, and 48-55) are currently closed to research. The rest of the collection is open for research with permission of the office of origin and in accordance with the [regulations of the Vassar College Archives and Special Collections Library](#).

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Permission to quote (publish) from unpublished or previously published material must be obtained as described in the [regulations of the Vassar College Archives and Special Collections Library](#).

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## Related Material

### Related Materials

- [Vassar College Archives Files](#)

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## Subject Headings

### Organizations:

- Vassar College--Administration

### Subjects:

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

### Document Types:

- Compact discs
- Correspondence
- Financial Records
- Minutes (administrative records)
- Reports

### VCL Categories:

- Vassar College Trustees

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## Encoding Information

Encoded by Elizabeth Clarke, June 2007. Updated by Laura Streett, March 2009. Updated by Emma Gronbeck, January 2025.

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## Administrative Information

### Preferred Citation

Vassar College Board of Trustees Records, Archives and Special Collections Library, Vassar College Libraries.

### Processing Information

Original processing date unknown. Updated by Laura Streett, July 2011, by Mark Seidl, December 2019, and by Emma Gronbeck, November 2022, October 2023, and January 2025.

### Acquisition Information

College transfer in multiple and continuing accessions. (A2001-001, A2003-001, A2003-012, A2004-011, A2004-020, A2004-021, A2005-007, A2006-002, A2006-021, A2006-044, A2007-003, A2007-004, A2007-011, A2007-012, A2007-026, A2007-059, A2007-060, A2008-004, A2008-022, A2008-026, A2008-027, A2009-006, A2009-045, A2010-005, A2010-006, A2010-008, A2011-013, A2011-035, A2011-054, A2012-016, A2012-027, A2012-030, A2013-031, A2014-027, A2014-054)

Some material (in boxes 29-34, 53) was transferred from the Office of the Vice President for Finance in 2007 (A2007-046).

Materials from the Trustee Committee on Buildings and Grounds in boxes 48-51 were transferred in 2007 and 2009. (A2007-047, A2009-014)

### Other Formats

Some minutes have been digitized and are searchable through a database. However, direct access to the database is restricted to the Special Collections staff. Please contact the staff for further information.

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## Series List

[Series I. Minutes and Reports, 1861-2014](#)

[Series II. Committees, 1861-2006](#)

[Series III. Secretary's Files, 1931-2005](#)

The Secretary's Files are divided into three subseries. The first set is arranged alphabetically and dates primarily from the 1940s. The second set is arranged alphabetically and dates from 1977 to 1989, and includes minutes, reports, agendas and some correspondence relating to regular meetings of the Board as well as its committees. The last set is minutes of the Executive Committee of the Board of Trustees and is arranged chronologically.

[Series IV. Miscellaneous, 1868-2006](#)

**Container List**

**SERIES I. MINUTES and REPORTS, 1861-2014**

**Minutes of Meetings of the Full Board, 1861-1997**

**Set 1, 1861-1934**

Box 1	Vol. 1, 1861-1891 (original)
Box 2	Vol. 2, 1891-1921 (original)
Box 3	Vol. 3, 1921-1934 (original)

**Set 2, 1861-1945**

Box 4	Vol. 1, 1861-1891
Box 4	Vol. 2, 1892-1919
Box 5	Vol. 3, 1920-1926
Box 5	Vol. 4, 1927-1933
Box 6	Vol. 5, 1934-1939
Box 6	Vol. 6, 1940-1945

**Set 3, 1933-1997**

Box 7	Vol. 1, 1933 Oct - 1939 Jun
Box 7	Vol. 2, 1939-1945
Box 7	Vol. 3, 1945-1949
Box 7	Vol. 4, 1949-1953
Box 7	Vol. 5, 1953-1958
Box 7	Vol. 6, 1958-1963
Box 7	Vol. 7, 1963-1966
Box 7	Vol. 8, 1966-1968
Box 7	Vol. 9, 1968-1970
Box 8	Vol. 10, 1970-1972
Box 8	Vol. 11, 1972-1975
Box 8	Vol. 12, 1975-1978

Box 8	Vol. 13, 1978-1984
Box 8	Vol. 14, 1984-1989 [RESTRICTED]
Box 8	Vol. 15, 1989-1997 (3 folders) [RESTRICTED]
	<b>Set 4, 1983-1997</b>
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Box 8	Vol. 2, 1989 Oct - 1993 May [RESTRICTED]
Box 8	Vol. 3, 1993 Oct - 1997 Oct [RESTRICTED]

#### Minutes of Executive Committee Meetings, 1861-1998

##### **Set 1, 1861-1925**

Box 9	Vol. 1, 1861-1870 (original)
Box 10	Vol. 2, 1870-1879 (original)
Box 11	Vol. 3, 1880-1901 (original, 3 folders)
Box 12	Vol. 4, 1901-1915 (original)
Box 13	Vol. 5, 1915-1925 (original)

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Box 14	Vol. 5, 1880 Jan - 1885 Jun
Box 14	Vol. 6, 1885 Jul - 1893 Dec
Box 14	Vol. 7, 1894 Jan - 1909 Dec (2 folders)
Box 14	Vol. 8, 1910 Jan - 1919 Dec (2 folders)
Box 14	Vol. 9, 1920 Jan - 1925 Sep (2 folders)
Box 14	Vol. 10, 1925 Sep - 1932 Jul
Box 14	Vol. 11, 1932 Sep - 1937 Dec

##### **Set 3, 1938-1969**

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Folders 15.7-15.10	Vol. 3, 1961 Sep - 1964 Jun
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Folders 15.14-15.17	Vol. 5, 1967 Sep - 1969 Jun

##### **Set 4, 1932-1998**

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Folder 16.1	Vol. 3, 1946 Sep - 1949 May
Folder 16.2	Vol. 4, 1949 Jul - 1953 Apr
Folder 16.3	Vol. 5, 1953 Sep - 1958 Mar
Folder 16.4	Vol. 6, 1958 Sep - 1961 Mar
Folder 16.5	Vol. 7, 1961 Sep - 1964 Mar

Folder 16.6	Vol. 8, 1964 Sep - 1968 Jun
Folder 16.7	Vol. 9, 1968 Sep - 1969 Jun
Folder 16.8	Vol. 10, 1969 Sep - 1972 Jun
Folder 16.9	Vol. 11, 1972 Sep - 1975 May
Folder 16.10	Vol. 12, 1975 Sep - 1982 May
Folder 16.11	Vol. 13, 1982 Aug - 1990 May [RESTRICTED]
Folder 16.12	Vol. 14, 1990 Aug - 1998 Dec [RESTRICTED]

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#### **Combined Full Board and Executive Committee Minutes and Reports, 1936-2014**

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Box 53	Buildings and Grounds Committee — "Avery Hall" by Cesar Pelli & Associates, architectural plans, 1994 Mar 29 (11 leaves) [RESTRICTED]
Box 53	Buildings and Grounds Committee — "Avery Hall" by Cesar Pelli & Associates, architectural plans, 1999 Dec 6 (10 boards) [RESTRICTED]
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Box 55 (Oversize)	Buildings and Grounds Committee — Chicago Hall Expansion, architectural plans, undated (6 boards) [RESTRICTED]
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Box 49	Buildings and Grounds Committee — "The Frances Lehman Loeb Art Center," architectural plans, photographs, and report, 1989-1990 (10 boards) [RESTRICTED]
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Box 54	Buildings and Grounds Committee — "Kenyon Hall Renovation" by Gluckman Mayner Architects, 2002 Oct 11 (3 copies) [RESTRICTED]
Box 50	Buildings and Grounds Committee — Vassar College Art Department and Gallery, architectural plans, 1989 Oct 19 (13 boards) [RESTRICTED]
Box 53	Buildings and Grounds Committee — Vassar College Art Department and Gallery, architectural plans, 1989 Oct 19 (7 boards) [RESTRICTED]
Box 54	Buildings and Grounds Committee — "Vassar College Athletics Fields" by Leo A Daly, design plans, 2002 Apr [RESTRICTED]
Box 51	Buildings and Grounds Committee — Vassar College Drama and Film Center, architectural plans, 2000 (14 boards) [RESTRICTED]
Box 53	Buildings and Grounds Committee — Vassar College Drama and Film Center by Cesar Pelli & Associates, concept art, 2000 [RESTRICTED]
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Folder 52.5	Buildings and Grounds Committee — "Vassar College Landscape Master Plan" by Sasaki Associates, Inc., 1992 Oct [RESTRICTED]
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Box 53	Buildings and Grounds Committee — Vassar College Libraries renovation, floor plans, undated (7 leaves) [RESTRICTED]
Box 54	Buildings and Grounds Committee — "Wimpfheimer Nursery School - Draft Building Evaluation Report", 2005 Aug [RESTRICTED]
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Box 47	Buildings and Grounds Committee AND Executive Committee Meeting Minutes, 1861-1862
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Folder 35.8	Nominate a President (Alan Simpson), Committee to, 1964-1965
Folder 35.9	Nominations Committee, 1984 Dec

### **SERIES III. SECRETARY'S FILES, 1937-2005**

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