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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:** 42.4 cubic feet (58 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Permission to quote (publish) from unpublished or previously published material must be obtained as described in the [regulations of the Vassar College Archives and Special Collections Library](#).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. Last updated by Emma Gronbeck, September 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, January 2025, and September 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 materials (in boxes 29-34, 53, 56-58) were transferred from the Office of the Vice President for Finance in 2007 and 2025 (A2007-046, A2025-018).

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, 1861-2011](#)

### [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]

**Set 4, 1983-1997**

Box 8 Vol. 1, 1983 May - 1988 Dec [RESTRICTED]

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)

**Set 2, 1861-1937**

Box 14	Vol. 1, 1861 Jan - 1863 Jun
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Box 14	Vol. 3, 1866 Jan - 1872 Jun
Box 14	Vol. 4, 1872 Jul - 1879 Dec
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**

Folders 15.1-15.3	Vol. 1, 1938 Apr - 1956 Apr
Folders 15.4-15.6	Vol. 2, 1956 Jul - 1961 Mar
Folders 15.7-15.10	Vol. 3, 1961 Sep - 1964 Jun
Folders 15.11-15.14	Vol. 4, 1964 Sep - 1967 Jun
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**Set 4, 1932-1998**

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Folder 16.10	Vol. 12, 1975 Sep - 1982 May
Folder 16.11	Vol. 13, 1982 Aug - 1990 May [RESTRICTED]
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**Reports, 1926-1946**

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Folder 16.14	Collected Reports, Vol. 2, 1927-1928
Folder 16.15	Collected Reports, Vol. 3, 1928-1929
Folder 16.16	Collected Reports, Vol. 4, 1929-1930
Folder 17.1	Collected Reports, Vol. 5, 1930-1931
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Folder 17.4	Collected Reports, Vol. 8, 1933-1934
Folder 17.5	Collected Reports, Vol. 9, 1934-1935
Folder 17.6	President's Reports, 1926-1946

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

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Folder 17.12	Minutes and Reports, 1941 May - Jun
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Folder 18.3	Minutes and Reports, 1943 Sep - 1944 May
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Folder 19.2	Minutes and Reports, 1951 Oct - 1952 Jan
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Folder 19.13	Minutes and Reports, 1956 May - Sep
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Folder 19.16	Minutes and Reports, 1957 Sep - Dec
Folder 19.17	Minutes and Reports, 1958 Jan - Apr
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- Folder 25.14 Minutes and Reports, 1996 Oct [RESTRICTED]
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- Folders 26.12-26.13 Minutes and Reports, 2003 Oct [RESTRICTED]
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Folder 27.7	Minutes and Reports, 2007 Dec [RESTRICED]
Folder 27.8	Minutes and Reports - Retreat, 2008 Feb-Mar [RESTRICED]
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Folder 28.10	Minutes and Reports, 2014 May [RESTRICED]
Folder 28.11	Minutes and Reports, 2014 Oct [RESTRICED]

## **SERIES II. TRUSTEE COMMITTEES, 1861-2011**

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Folders 29.13-29.19	Budget and Finance Committee, 1989-2002 [RESTRICED]
Box 56	Budget and Finance Committee, 1998-2010 (5 folders) [RESTRICED]
Folders 30.1-30.9	Buildings and Grounds Committee, 1925-2002 [RESTRICED]

Box 56	Buildings and Grounds Committee, 1991 May - 2010 Dec (4 folders) [RESTRICTED]
Box 54	Buildings and Grounds Committee — "Alumnae House - Restoration and Mechanical Upgrade," pre-schematic plans, 1994 Nov 21 [RESTRICTED]
Folder 52.1	Buildings and Grounds Committee — "Avery Courtyard Proposal - Center for Drama and Film" by Balmori Associates, concept art, circa 2000 [RESTRICTED]
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]
Folder 52.2	Buildings and Grounds Committee — Capital Project Executive Summary, 2000 Oct 13 [RESTRICTED]
Box 56	Buildings and Grounds Committee — Capital Project Executive Summary, 2000-2001 (2 folders) [RESTRICTED]
Box 55 (Oversize)	Buildings and Grounds Committee — Chicago Hall Expansion, architectural plans, undated (6 boards) [RESTRICTED]
Box 56	Buildings and Grounds Committee — "Deferred Maintenance Phaseout Program Status Report", 1990 Feb 23 [RESTRICTED]
Box 48	Buildings and Grounds Committee — "The Frances Lehman Loeb Art Center," architectural plans, 1989 (5 boards) [RESTRICTED]
Box 49	Buildings and Grounds Committee — "The Frances Lehman Loeb Art Center," architectural plans, photographs, and report, 1989-1990 (10 boards) [RESTRICTED]
Folder 52.3	Buildings and Grounds Committee — "The Frances Lehman Loeb Art Center - Sculpture Garden" by Balmori Associates, undated [RESTRICTED]
Box 54	Buildings and Grounds Committee — "Jewett House Renovation Plans" by Herbert S. Newman and Partners, 2002 Mar [RESTRICTED]
Folder 52.4	Buildings and Grounds Committee — "The Renovation and Renewal of Jewett House" by Herbert S. Newman and Partners, 2002 Oct (3 copies) [RESTRICTED]
Box 54	Buildings and Grounds Committee — "Kenyon Hall Renovation Design Development" by Gluckman Mayner Architects, 2002 Jun [RESTRICTED]
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]
Box 54	Buildings and Grounds Committee — "Vassar College Getty Foundation Heritage Grant - Historic Preservation Manual," Platt Byard Dovell White Architects LLP, 2007 Jun 15 [RESTRICTED]
Folder 52.5	Buildings and Grounds Committee — "Vassar College Landscape Master Plan" by Sasaki Associates, Inc., 1992 Oct [RESTRICTED]
Folder 52.6	Buildings and Grounds Committee — "Vassar College Landscape Master Plan, Final Report", 1988 Sep 1 [RESTRICTED]

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]
Folder 52.7	Buildings and Grounds Committee — Unidentified interior concept art, undated [RESTRICTED]
Folder 52.8	Buildings and Grounds Committee — Unidentified photograph of indoor basketball courts, undated [RESTRICTED]
Box 47	Buildings and Grounds Committee AND Executive Committee Meeting Minutes, 1861-1862
Folder 30.10	Coeducation, Committee on, 1973-1975
Folder 30.11	Education of Women at Vassar, Committee on, 1971
Folders 30.12-30.13	Endowment Committee, 1952-1957
Folders 30.14-30.17	Faculty and Studies Committee, 1915-1938 [RESTRICTED]
Folders 31.1-31.9	Faculty and Studies Committee, 1938-1971 [RESTRICTED]
Folders 31.10-31.16	Investments and Finance Committee, 1964-1984 [RESTRICTED]
Folders 32.1-32.9	Investments and Finance Committee, 1985-1989 [RESTRICTED]
Folders 32.10-32.17	Investments Committee, 1989 Mar - 1991 May [RESTRICTED]
Folders 33.1-33.17	Investments Committee, 1991 May - 1993 Dec [RESTRICTED]
Folders 34.1-34.16	Investments Committee, 1994 Mar - 1998 Jun [RESTRICTED]
Folders 35.1-35.6	Investments Committee, 1998 Sep - 2002 May [RESTRICTED]
Box 56	Investments Committee, 1999 Sep - 2000 Feb (4 folders) [RESTRICTED]
Box 57	Investments Committee, 2000 May -2001 Mar (3 folders) [RESTRICTED]
Folder 35.7	Investor Responsibility Committee, 1991-2002 [RESTRICTED]
Box 57	Investor Responsibility Committee, 1991 Oct - 2004 May [RESTRICTED]
Folder 36.42	Joint Committee with the Faculty, 1957-1960
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**

#### **Set 1 - Subject Files, 1937-1951**

Folder 35.10	Advisory System, 1943
Folder 35.11	Agendas for Board of Trustee Meetings, 1942-1950
Folder 35.12	Alumnae Committee of Seven Colleges, 1937-1943
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