

Board of Trustees Executive Committee Meetings

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Title: Board of Trustees Executive Committee Meetings

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BIOGRAPHY/HISTORY

At the first Western Maryland College Board of Trustee Meeting in 1868, an Executive Committee was established - it was soon superseded by the Local Committee of Board members who lived in or near Westminster. This committee was to take all necessary steps for opening exercises at the College including setting term schedules and hiring of teachers. The Fundamental Ordinances of Western Maryland College adopted by the Board in September of 1868 fully established the Local Committee which consisted of the President, Secretary, and Treasurer of the Board who shall "superintend all the business interests of the College". The Local Committee met weekly during the school term and reported at each stated meeting and all special meetings of the Board of Trustees.

When Thomas H. Lewis became president in 1886, he suggested that the Board of Trustees be organized by four standing committees. The board reviewed and adopted Lewis's suggestion and "all Ordinances and laws hitherto passed which conflicted with the same were repealed." The standing committees were Executive, Finance, Auditing, and Degrees. The Fundamental Ordinances were revised and adopted in July of 1891. The Committee usually met three times a year in most years. However some years it met less and like the Board special meetings were called so in some years the Committee met more often. By the 1950's the Committee was meeting at least quarterly and after Ralph John became president in 1972 the Committee began to have regular meetings every month except June and July.

The Executive Committee had become the main advising committee to the College President. In 1988 this changed when a new committee, Executive Compensation Committee, was formed through a revision of the College by-laws. This Committee negotiates the President's employment contract, evaluates the President's performance, advises on remuneration, and consults the President. The Executive Committee still plays a strong and traditional role as it acts instead of the Board of Trustees between Board meetings and discharge other duties the Board delegates.

SCOPE AND CONTENT

These records contain minutes of the Executive Committee, correspondence, and meeting handouts. The Executive Committee Meeting records were sent to the Archives from the President's Office over a period of twenty years. The President's Office kept, and still keeps, the most recent minutes. Before 1992, old Executive Committee Minutes were boxed and placed in the attic of Elderdice Hall. Now the minutes that are past their active use are sent to the Archives. The schedule is irregular.

Cassette tapes and micro film are included in this collection. The tapes cover a period from 1996-2004. However four of the tapes are not dated. Microfilm includes meeting minutes and correspondence from 1922- 1951.

When looking over the finding aid list of minutes there are some minutes for the Executive Committee missing. Please check the minutes of the Board of Trustees (RG11) for these

minutes. Often Executive Committee Minutes were kept with Board of Trustee Minutes and this order was not changed during processing.

Dates with zeros in them mean partial dated or undated material (06/23/0000 or 00/00/0000). Duplicates and drafts, unless used in context to a meeting, have been removed.

CONTAINER LIST

- Box 1: Local Committee Meetings, 1876-1886 & Executive Committee Meetings 1891-1913
- Box 2: Executive Committee Meetings, 1922-1955
- Box 3: Executive Committee Meetings, 1956-1970
- Box 4: Executive Committee Meetings, 1971-1975
- Box 5: Executive Committee Meetings, 1976-1979
- Box 6: Executive Committee Meetings, 1980-1983
- Box 7: Executive Committee Meetings, 1984-1986
- Box 8: Executive Committee Meetings, 1986-1987
- Box 9: Executive Committee Meetings, 1987-1989
- Box 10: Executive Committee Meetings, 1990-1992
- Box 11: Executive Committee Meetings, 1992-1994
- Box 12: Executive Committee Meetings, 1994-1995
- Box 13: Executive Committee Meetings, 1996-1998
- Box 14: Executive Committee Meetings, 1998-1999
- Box 15: Executive Committee Meetings, cassettes and micro cassettes, 1999-2004; Microfilm 1922-1951

INVENTORY

Box 1: Local & Executive Committee Meetings

1. Local Committee Meetings Papers, 1876-1886
2. Local Committee Meetings Minute Book, 1876-1886
3. Executive Committee Meetings Papers, 1891-1913
4. Executive Committee Meetings Minute Book, 1891-1913

Box 2: Executive Committee Meetings

5. Executive Committee Meeting, 05/24/1922
6. Executive Committee Meeting, 08/09/1922
7. Executive Committee Meeting, 09/12/1922
8. Executive Committee Meeting, 09/19/1922

9. Executive Committee Minutes, 01/04/1923
10. Executive Committee Meeting, 03/15/1923
11. Executive Committee Minutes, 05/08/1924
12. Executive Committee Meetings, (papers) 1932
13. Executive Committee Meetings, (papers) 1935
14. Executive Committee Meetings, (papers) 1936
15. Executive Committee Meetings, (papers) 1937
16. Executive Committee Meeting, (President's Report) 1938
17. Executive Committee Meetings, (papers) 1940
18. Executive Committee Meetings, (papers) 1941
19. Executive Committee Meetings, (papers) 1942
20. Executive Committee Meetings, (papers) 1943
21. Executive Committee Meetings, 1944
22. Executive Committee Meetings, 1945
23. Executive Committee Meetings, 1946
24. Executive Committee Meetings, 1947
25. Executive Committee Meetings, 1948
26. Executive Committee Meetings, 1949
27. Executive Committee Meetings, 1950
28. Executive Committee Meetings, 1951
29. Executive Committee Meetings, 1952
30. Executive Committee Meetings, 1953
31. Executive Committee Meetings, 1954
32. Executive Committee Meetings, 1955

Box 3: Executive Committee Meetings

33. Executive Committee Meetings, 1956
34. Executive Committee Meetings, 1957
35. Executive Committee Meetings, 1958
36. Executive Committee Meetings, 1959
37. Executive Committee Meetings, 1960
38. Executive Committee Meetings, 1961
39. Executive Committee Meetings, 1962
40. Executive Committee Meetings, 1963
41. Executive Committee Meetings, 1964
42. Executive Committee Meetings, 1965
43. Executive Committee Meetings, 1966
44. Executive Committee Meetings, 1967
45. Executive Committee Meetings, 1968
46. Executive Committee Meetings, 1969
47. Executive Committee Meetings, 1970

Box 4: Executive Committee Meetings

48. Executive Committee Meeting, 01/07/1971

49. Executive Committee Meeting, 03/05/1971
50. Executive Committee Meeting, 04/16/1971
51. Executive Committee Meeting, 09/15/1971
52. Executive Committee Meeting, 10/22/1971
53. Executive Committee Meeting, 12/16/1971
54. Executive Committee Meeting, 02/28/1972
55. Executive Committee Meeting, 05/05/1972
56. Executive Committee Meeting, 09/13/1972
57. Executive Committee Meeting, 10/20/1972
58. Executive Committee Meeting, 11/14/1972
59. Executive Committee Meeting, 12/12/1972
60. Executive Committee Meeting, 01/16/1973
61. Executive Committee Meeting, 02/13/1973
62. Executive Committee Meeting, 03/15/1973
63. Executive Committee Meeting, 04/04/1973
64. Executive Committee Meeting, 05/08/1973
65. Executive Committee Meeting, 05/31/1973
66. Executive Committee Meeting, 08/01/1973
67. Executive Committee Meeting, 09/11/1973
68. Executive Committee Meeting, 10/09/1973
69. Executive Committee Meeting, 11/26/1973
70. Executive Committee Meeting, 12/11/1973
71. Executive Committee Meeting, 01/10/1974
72. Executive Committee Meeting, 02/12/1974
73. Executive Committee Meeting, 03/15/1974
74. Executive Committee Meeting, 03/26/1974
75. Executive Committee Meeting, 05/14/1974
76. Executive Committee Meeting, 10/08/1974
77. Executive Committee Meeting, 11/12/1974
78. Executive Committee Meeting, 12/03/1974
79. Executive Committee Meeting, 01/14/1975
80. Executive Committee Meeting, 02/11/1975
81. Executive Committee Meeting, 03/04/1975
82. Executive Committee Meeting, 04/09/1975
83. Executive Committee Meeting, 05/13/1975
84. Executive Committee Meeting, 07/01/1975
85. Executive Committee Meeting, 09/15/1975
86. Executive Committee Meeting, 11/11/1975
87. Executive Committee Meeting, 12/09/1975

Box 5: Executive Committee Meetings

88. Executive Committee Meeting, 01/13/1976
89. Executive Committee Meeting, 02/10/1976
90. Executive Committee Meeting, 03/09/1976
91. Executive Committee Meeting, 04/13/1976

92. Executive Committee Meeting, 05/18/1976
93. Executive Committee Meeting, 06/10/1976
94. Executive Committee Meeting, 09/14/1976
95. Executive Committee Meeting, 11/09/1976
96. Executive Committee Meeting, 12/14/1976
97. Executive Committee Meeting, 01/07/1977
98. Executive Committee Meeting, 02/08/1977
99. Executive Committee Meeting, 03/08/1977
100. Executive Committee Meeting, 04/15/1977
101. Executive Committee Meeting, 05/10/1977
102. Executive Committee Meeting, 06/20/1977
103. Executive Committee Meeting, 08/12/1977
104. Executive Committee Meeting, 09/26/1977
105. Executive Committee Meeting, 10/21/1977
106. Executive Committee Meeting, 11/07/1977
107. Executive Committee Meeting, 12/19/1977
108. Executive Committee Meeting, 01/16/1978
109. Executive Committee Meeting, 02/21/1978
110. Executive Committee Meeting, 03/20/1978
111. Executive Committee Meeting, 04/21/1978
112. Executive Committee Meeting, 05/15/1978
113. Executive Committee Meeting, 06/19/1978
114. Executive Committee Meeting, 08/01/1978
115. Executive Committee Meeting, 09/19/1978
116. Executive Committee Meeting, 10/02/1978
117. Executive Committee Meeting, 11/20/1978
118. Executive Committee Meeting, 12/18/1978
119. Executive Committee Meeting, 01/15/1979
120. Executive Committee Meeting, 02/21/1979
121. Executive Committee Meeting, 04/20/1979
122. Executive Committee Meeting, 03/28/1979
123. Executive Committee Meeting, 05/21/1979
124. Executive Committee Meeting, 06/04/1979
125. Executive Committee Meeting, 07/24/1979
126. Executive Committee Meeting, 09/17/1979
127. Executive Committee Meeting, 11/19/1979
128. Executive Committee Meeting, 12/17/1979

Box 6: Executive Committee Meetings

129. Executive Committee Meeting, 01/21/1980
130. Executive Committee Meeting, 02/25/1980
131. Executive Committee Meeting, 03/17/1980
132. Executive Committee Meeting, 05/19/1980
133. Executive Committee Meeting, 09/15/1980
134. Executive Committee Meeting, 10/01/1980

135. Executive Committee Meeting, 11/17/1980
136. Executive Committee Meeting, 12/15/1980
137. Executive Committee Meeting, 01/07/1981
138. Executive Committee Meeting, 02/09/1981
139. Executive Committee Meeting, 03/16/1981
140. Executive Committee Meeting, 05/19/1981
141. Executive Committee Meeting, 09/23/1981
142. Executive Committee Meeting, 11/03/1981
143. Executive Committee Meeting, 12/16/1981
144. Executive Committee Meeting, 01/20/1982
145. Executive Committee Meeting, 02/17/1982
146. Executive Committee Meeting, 03/17/1982
147. Executive Committee Meeting, 05/19/1982
148. Executive Committee Meeting, 06/23/1982
149. Executive Committee Meeting, 09/15/1982
150. Executive Committee Meeting, 11/17/1982
151. Executive Committee Meeting, 12/15/1982
152. Executive Committee Meeting, 10/18/1983
153. Executive Committee Meeting, 02/07/1983
154. Executive Committee Meeting, 03/20/1983
155. Executive Committee Meeting, 05/19/1983
156. Executive Committee Meeting, 07/28/1983
157. Executive Committee Meeting, 09/21/1983
158. Executive Committee Meeting, 11/16/1983
159. Executive Committee Meeting, 12/21/1983

Box 7: Executive Committee Meetings

160. Executive Committee Meeting, 01/25/1984
161. Executive Committee Meeting, 02/15/1984
162. Executive Committee Meeting, 03/21/1984
163. Executive Committee Meeting, 05/16/1984
164. Executive Committee Meeting, 06/20/1984
165. Executive Committee Meeting, 09/19/1984
166. Executive Committee Meeting, 11/21/1984
167. Executive Committee Meeting, 12/18/1984
168. Executive Committee Meeting, 01/16/1985
169. Executive Committee Meeting, 02/20/1985
170. Executive Committee Meeting, 03/20/1985
171. Executive Committee Meeting, 04/20/1985
172. Executive Committee Meeting, 05/15/1985
173. Executive Committee Meeting, 09/18/1985
174. Executive Committee Meeting, 10/19/1985
175. Executive Committee Meeting, 11/20/1985
176. Executive Committee Meeting, 12/18/1985
177. Executive Committee Meeting, 01/15/1986

178. Executive Committee Meeting, 02/19/1986

Box 8: Executive Committee Meetings

- 179. Executive Committee Meeting, 03/19/1986
- 180. Executive Committee Meeting, 04/19/1986
- 181. Executive Committee Meeting, 05/21/1986
- 182. Executive Committee Meeting, 06/18/1986
- 183. Executive Committee Meeting, 09/24/1986
- 184. Executive Committee Meeting, 10/25/1986
- 185. Executive Committee Meeting, 11/19/1986
- 186. Executive Committee Meeting, 12/17/1986
- 187. Executive Committee Meeting, 01/28/1987
- 188. Executive Committee Meeting, 02/25/1987
- 189. Executive Committee Meeting, 03/18/1987
- 190. Executive Committee Meeting, 04/25/1987
- 191. Executive Committee Meeting, 05/20/1987
- 192. Executive Committee Meeting, 06/24/1987
- 193. Executive Committee Meeting, 09/16/1987

Box 9: Executive Committee Meetings

- 194. Executive Committee Meeting, 10/17/1987
- 195. Executive Committee Meeting, 11/18/1987
- 196. Executive Committee Meeting, 12/16/1987
- 197. Executive Committee Meeting, 01/20/1988
- 198. Executive Committee Meeting, 02/17/1988
- 199. Executive Committee Meeting, 03/16/1988
- 200. Executive Committee Meeting, 04/15/1988
- 201. Executive Committee Meeting, 05/18/1988
- 202. Executive Committee Meeting, 06/09/1988
- 203. Executive Committee Meeting, 09/14/1988
- 204. Executive Committee Meeting, 10/22/1988
- 205. Executive Committee Meeting, 11/15/1988
- 206. Executive Committee Meeting, 12/21/1988
- 207. Executive Committee Meeting, 01/11/1989
- 208. Executive Committee Meeting, 01/15/1989
- 209. Executive Committee Meeting, 03/15/1989
- 210. Executive Committee Meeting, 04/15/1989
- 211. Executive Committee Meeting, 05/17/1989
- 212. Executive Committee Meeting, 06/21/1989
- 213. Executive Committee Meeting, 09/21/1989
- 214. Executive Committee Meeting, 10/14/1989
- 215. Executive Committee Meeting, 11/15/1989

216. Executive Committee Meeting, 12/20/1989

Box 10: Executive Committee Meetings

- 217. Executive Committee Meeting, 01/17/1990
- 218. Executive Committee Meeting, 02/14/1990
- 219. Executive Committee Meeting, 03/28/1990
- 220. Executive Committee Meeting, 04/21/1990
- 221. Executive Committee Meeting, 05/16/1990
- 222. Executive Committee Meeting, 06/20/1990
- 223. Executive Committee Meeting, 09/19/1990
- 224. Executive Committee Meeting, 10/10/1990
- 225. Executive Committee Meeting, 10/20/1990
- 226. Executive Committee Meeting, 11/14/1990
- 227. Executive Committee Meeting, 12/19/1990
- 228. Executive Committee Meeting, 01/16/1991
- 229. Executive Committee Meeting, 02/13/1991
- 230. Executive Committee Meeting, 03/20/1991
- 231. Executive Committee Meeting, 04/20/1991
- 232. Executive Committee Meeting, 05/15/1991
- 233. Executive Committee Meeting, 06/26/1991
- 234. Executive Committee Meeting, 09/12/1991
- 235. Executive Committee Meeting, 10/19/1991
- 236. Executive Committee Meeting, 11/21/1991
- 237. Executive Committee Meeting, 11/18/1991
- 238. Executive Committee Meeting, 01/15/1992
- 239. Executive Committee Meeting, 02/26/1992
- 240. Executive Committee Meeting, 03/18/1992
- 241. Executive Committee Meeting, 04/25/1992
- 242. Executive Committee Meeting, 05/20/1992
- 243. Executive Committee Meeting, 06/17/1992

Box 11: Executive Committee Meetings

- 244. Executive Committee Meeting, 09/16/1992
- 245. Executive Committee Meeting, 10/24/1992
- 246. Executive Committee Meeting, 11/19/1992
- 247. Executive Committee Meeting, 12/16/1992
- 248. Executive Committee Meeting, 01/20/1993
- 249. Executive Committee Meeting, 02/17/1993
- 250. Executive Committee Meeting, 03/17/1993
- 251. Executive Committee Meeting, 04/17/1993
- 252. Executive Committee Meeting, 05/19/1993
- 253. Executive Committee Meeting, 06/16/1993

- 254. Executive Committee Meeting, 09/23/1993
- 255. Executive Committee Meeting, 10/16/1993
- 256. Executive Committee Meeting, 11/17/1993
- 257. Executive Committee Meeting, 12/15/1993
- 258. Executive Committee Meeting, 01/26/1994
- 259. Executive Committee Meeting, 02/16/1994
- 260. Executive Committee Meeting, 03/23/1994
- 261. Executive Committee Meeting, 04/16/1994
- 262. Executive Committee Meeting, 05/18/1994
- 263. Executive Committee Meeting, 06/16/1994

Box 12: Executive Committee Meetings

- 264. Executive Committee Meeting, 09/21/1994
- 265. Executive Committee Meeting, 10/19/1994
- 266. Executive Committee Meeting, 11/16/1994
- 267. Executive Committee Meeting, 12/14/1994
- 268. Executive Committee Meeting, 01/25/1995
- 269. Executive Committee Meeting, 02/18/1995
- 270. Executive Committee Meeting, 03/15/1995
- 271. Executive Committee Meeting, 04/22/1995
- 272. Executive Committee Meeting, 05/17/1995
- 273. Executive Committee Meeting, 06/21/1995
- 274. Executive Committee Meeting, 09/20/1995
- 275. Executive Committee Meeting, 10/14/1995
- 276. Executive Committee Meeting, 11/15/1995
- 277. Executive Committee Meeting, 12/20/1995

Box 13: Executive Committee Meetings

- 278. Executive Committee Meeting, 01/17/1996
- 279. Executive Committee Meeting, 03/06/1996
- 280. Executive Committee Meeting, 04/20/1996
- 281. Executive Committee Meeting, 05/15/1996
- 282. Executive Committee Meeting, 07/17/1996
- 283. Executive Committee Meeting, 09/28/1996
- 284. Executive Committee Meeting, 10/16/1996
- 285. Executive Committee Meeting, 11/20/1996
- 286. Executive Committee Meeting, 12/18/1996
- 287. Executive Committee Meeting, 01/15/1997
- 288. Executive Committee Meeting, 03/03/1997
- 289. Executive Committee Meeting, 03/19/1997
- 290. Executive Committee Meeting, 04/19/1997
- 291. Executive Committee Meeting, 05/21/1997
- 292. Executive Committee Meeting, 08/20/1997
- 293. Executive Committee Meeting, 09/17/1997

294. Executive Committee Meeting, 10/15/1997
295. Executive Committee Meeting, 12/17/1997
296. Executive Committee Meeting, 01/14/1998
297. Executive Committee Meeting, 03/26/1998
298. Executive Committee Meeting, 05/20/1998

Box 14: Executive Committee Meetings

299. Executive Committee Meeting, 09/16/1998
300. Executive Committee Meeting, 10/24/1998
301. Executive Committee Meeting, 12/16/1998
302. Executive Committee Meeting, 04/13/1999
303. Executive Committee Meeting, 05/19/1999
304. Executive Committee Meeting, 09/15/1999
305. Executive Committee Meeting, 11/17/1999

Box 15: Executive Committee Meetings on Cassette

306. Micro film, Minutes 10/20/1949-05/31/1973; meeting 12/12/1972, 03/1951, 12/11/1950; correspondence 1925-1930; 1922-1924
307. Robert Chambers, 00/00/0000
308. Strategic Discussion, 00/00/0000
309. Executive Committee Meeting, 00/00/0000
310. Executive Committee Meeting, 09/25/0000
311. Executive Committee Meeting, 04/20/0000
312. Executive Committee Meeting, 09/28/1996
313. Executive Committee Meeting, 11/17/1999
314. Executive Committee Meeting, 03/22/2000
315. Executive Committee Meeting, 06/14/2000
316. Executive Committee Meeting 1, 11/14/2000
317. Executive Committee Meeting 2, 11/14/2000
318. Executive Committee Meeting, 01/17/2001
319. Executive Committee Meeting 1, 07/19/2001
320. Executive Committee Meeting,2, 07/09/2001
321. Executive Committee Meeting, 09/25/2001
322. Executive Committee Meeting, 10/27/2001
323. Executive Committee Meeting mini cassette, 10/27/2001
324. Executive Committee Meeting, mini cassette, 01/10/2002
325. Executive Committee Meeting 1, 02/22/2002
326. Executive Committee Meeting 2, 02/22/2002
327. Executive Committee Meeting 1, 03/09/2002
328. Executive Committee Meeting 1, 04/20/2002
329. Executive Committee Meeting 2, 04/20/2002
330. Executive Committee Meeting 3, 04/20/2002
331. Executive Committee Meeting 1, 06/26/2002

- 332. Executive Committee Meeting 1, 09/25/2002
- 333. Executive Committee Meeting 2, 09/25/2002
- 334. Executive Committee Meeting, 10/26/2002
- 335. Executive Committee Meeting, 04/12/2003
- 336. Executive Committee Meeting 1, 08/18/2003
- 337. Executive Committee Meeting 2, 08/18/2003
- 338. Executive Committee Meeting, 04/17/2004
- 339. Executive Committee Meeting 1, 06/09/2004
- 340. Executive Committee Meeting 1, 12/15/2004
- 341. Executive Committee Meeting 2, 12/15/2004

Additional Catalog Entries

Genres and Forms:

- Letters
- Memos
- Micro film
- Minute books
- Minutes
- Newspaper clippings
- Tapes