

SMC 1
Board of Trustees
1913-2007

Arrangement

Material is arranged chronologically.

History

The Board of Trustees is the governing body of Saint Michael's College. Since 1913, when it superseded the Saint Michael's Corporation, the Board of Trustees has taken full responsibility for operation of the college and manages its property and affairs. Although the President acts as the Chief Executive Officer of the College, the Board establishes the colleges policies and has power to carry out other functions allowed by the state of Vermont, the articles of incorporation, and the bylaws of the board. This includes promoting the mission and goals for the college, appointing the president and board and approving junior positions. The Board also authorizes tuition changes and fees, approves promotion and tenure, honorary degrees, and awards. Trustee committees take a large role in all of the functions of the Board now, but the role of the Board of Trustees has not effectively changed over the last one hundred years.

The makeup of the Board of Trustees has changed over the years. The initial board was made up of seven members, with an elected president of the Board serving as President of the College. Later, the number of members was changed to eight, with four members elected to two-year terms every other year. In 1970, the Board instituted its most drastic change, upping the number of members serving three-year terms to 24. The bylaws also required ½ of the members to be members of the Society of Saint Edmund. The 1970 by-laws also established a number of committees whose memberships included SMC staff members. They also acknowledged the role of the faculty in campus affairs for the first time and they established a Board of Associate trustees that advised the regular Board. In 1980, the bylaws again changed, adding 6 members to the board for a total of 30 members. The 1980 bylaws also recognized the newly constituted Faculty assembly and the role of emeriti trustees who were allowed to vote and serve on trustee committees after serving their traditional terms. In 1988, due to the declining membership of the SSE, the membership requirement was adjusted to 1/3 SSE. In 1994, although the membership did not change, the bylaws formally acknowledged for the first time a role for the Edmundite Board of trustees that serves as advisors the President. In 2002, another major change in the membership occurred with an addition of three members for a total of 33, 1/3 of whom had to be Religious (member of the SSE or another religious order or diocesan priest), not just members of the Society of Saint Edmund. The shrinking membership of the Edmundites necessitated this change, as they were no longer able to supply members eligible for the Board.

Scope and Content

The Board of Trustees' record group contains minutes, committee minutes and reports, some correspondence, and general corporate records of both the Board and the College. The records provide insight into every aspect of college life from its earliest days. Early minutes are handwritten into ledgers; later minutes are typed and are considerably lengthier. Committee files from the "modern" (post-1970) Board are quite illuminating on issues of concern to the college.

Restrictions

Most series are open; Search committee and Membership information (in italics) are restricted. Contact the archivist for more information.

Box 1

Ledgers Minutes 1913-1955
Ledgers Minutes 1955-1966
Ledgers Minutes 1967-1969
Saint Michael's Institute By-laws and minutes of meetings, 1903-1926/1958
1904-13 Corporate papers
1904-13 Correspondence
1913-39 Building Information
1913-39 By-laws 1913/undated amended
1913-39 Corporate Papers An act to incorporate..
1913-39 Corporate Papers Assignment of shares 1915
1913-39 Corporate Papers Mtg of the incorporators/SMC Articles of Association
1913-39 Correspondence
1939-65 By-laws (1961)
1939-65 Correspondence
1939-65 Legal Documents
1939-65 Minutes

Box 2

1939-65 Meetings
1939-65 President's Reports
1966 Correspondence
1966 Committees Honors Committee
1966 Bylaws
1967 Reports First and Second reports of the Pres. to the Devpt Comm.
1967 Reports Report on Examination
1967 Meeting Minutes Jan 21
1967 Meeting Minutes April 21-22
1967 Meeting Minutes Jun 5
1967 Meeting Minutes Sep 22-23
1967 Meeting Minutes Dec 8-9
1967 Correspondence
1967 Committees Development Committee
1967 Committees Honors Committee
1968 By-laws
1968 After the Presidential Selection
1968 Presidential Interview Schedule
1968 Presidential Selection Guidelines
1968 Newspaper Clippings

Box 3

1968 Reports Juridical Status

1968	Reports	Presidential Candidate Profiles
1968	Reports	Presidential Candidate Profiles
1968	Reports	Presidential Candidate Profiles
1968	Reports	Presidential Candidate Profiles
1968	Reports	Presidential Committee Financial Report
1968	Reports	President Selection Guidelines
1968	Reports	Receipts and Disbursements
1968	Reports	Statement on the Relationship of SMC to the SSE
1968	Correspondence	January-September
1968	Correspondence	October
1968	Correspondence	November-December and Undated
1968	Committees	Budget and Finance Committee
1968	Committees	Development Committee
1968	Committees	Faculty Advisory Committee
1968	Committees	First Presidential Search Committee
1968	Committees	Student Senate

Box 4

1969	Reports	Guidelines for Student Aid
1969	Reports	Development Plan
1969	Reports	Investment Profile
1969	Reports	Re-evaluation Report
1969	Meeting Minutes	
1969	Meeting Minutes	Jan 3-4
1969	Meeting Minutes	March 14-15
1969	Meeting Minutes	Jun 6
1969	Correspondence	
1969	Committees	Aims and Purposes Committee
1969	Committees	Budget and Finance Committee
1969	Committees	Development Committee
1969	Committees	Honors Committee
1969	Committees	Planning Committee
1969	Committees	SSE-SMC Committee

Box 5

1970	By-laws	
1970	Meeting Minutes	
1970	Correspondence	
1970	Committees	Budget and Finance Committee
1970	Committees	Executive Committee
1970	Committees	Honors Committee
1970	Committees	Nomination Committee
1971	Reports	Accountant's Report
1971	Reports	Accountant's Report
1971	Reports	Budget Report
1971	Reports	Investment Profile

1971	By-laws	
1971	Membership Info	
1971	Meeting Minutes	Apr 29-May 2
1971	Meeting Minutes	Sep 30-Oct 1
1971	Meeting Minutes	
1971	Correspondence	
1971	Committees	Budget and Finance Committee
1971	Committees	Development Committee
1971	Committees	Educational Policy Committee
1971	Committees	Executive Committee
1971	Committees	Facilities and Personnel Committee
1971	Committees	Honors Committee
1971	Committees	Honors Committee
1971	Committees	Nominations Committee

Box 6

1972	Reports	Accountants Report
1972	Meeting Minutes	
1972	Correspondence	
1972	Committees	Budget and Finance Committee
1972	Committees	Development Committee
1972	Committees	Educational Policy Committee
1972	Committees	Executive Committee
1972	Committees	Facilities and Personnel Committee
1972	Committees	Honors Committee
1972	Committees	Nominations Committee
1973	Reports	Development/Construction Fund
1973	Reports	General Fund
1973	Reports	Income and Expense Budget
1973	Membership Info	
1973	Meeting Minutes	May 25-26
1973	Meeting Minutes	Sep 21-22
1973	Meeting Minutes	Dec 7-8
1973	Meeting Minutes	
1973	Correspondence	
1973	Committees	Associate Trustees
1973	Committees	Budget and Finance Committees

Box 7

1973	Committees	Budget and Finance Committees
1973	Committees	Development Committee
1973	Committees	Educational Committee
1973	Committees	Facilities and Personnel Committees
1973	Committees	Honors Committee
1973	Committees	Investment Committee
1974	Reports	Alumni Association Report

1974	Reports	Associate Trustee Report
1974	Reports	Athletic Manual
1974	Reports	Bank Balance and Expense Status
1974	Reports	Custodial and Food Services Report
1974	Reports	Edmundite Trustees report to the General Council
1974	Reports	Personnel Office Report
1974	Reports	Renovation of the Klein Center
1974	Reports	Student Senate report to the Presidential Search Committee
1974	Membership Info	
1974	Meeting Agendas	
1974	Meeting Minutes	
1974	Meeting Minutes	
1974	Meeting Minutes	May 3-4
1974	Correspondence	
1974	Committees	Budget and Finance Committee
1974	Committees	Budget and Finance Committee
1974	Committees	Budget and Finance Committee
1974	Committees	Development Committee
1974	Committees	Educational Policy Committee
1974	Committees	Executive Committee
1974	Committees	Facilities and Personnel Committee
1974	Committees	Honors Committee
1974	Committees	Nominations Committee
1974	Committees	Student Policy Committee
1974	Newspaper clippings, etc.	

Box 8

1975	Reports	Report of the Dean of Students
1975	Meeting Minutes	
1975	Correspondence	
1975	Committees	Budget and Finance Committee
1975	Committees	Development Committee
1975	Committees	Educational Policy Committee
1975	Committees	Executive Committee
1975	Committees	Honors Committee
1975	Committees	Nominations Committee
1976	Reports	President's Report
1976	Membership Info	
1976	Meeting Minutes	Jan 16-17
1976	Meeting Minutes	Feb 4
1976	Meeting Minutes	
1976	Meeting Minutes	
1976	Correspondence	
1976	Committees	Budget and Finance Committee
1976	Committees	Development Committee
1976	Committees	Educational Policy Committee

1976	Committees	Executive Committee
1976	Committees	Facilities and Personnel Committee
1976	Committees	Honors Committee
1976	Committees	Nominations Committee
1976	Committees	Planning Committee
1976	Committees	Student Policy Committee

Box 9

1977	Reports	First-year Stewardship of President Henry
1977	Reports	President's report
1977	Reports	President's report
1977	Reports	Quality of Life Report
1977	Membership Info	
1977	Meeting Minutes	Feb 4-5
1977	Meeting Minutes	Oct 1-2
1977	Meeting Minutes	
1977	Meeting Minutes	
1977	Correspondence	
1977	Committees	Ad-Hoc Committee on Mission and Goals
1977	Committees	Budget and Finance Committee
1977	Committees	Development Committee
1977	Committees	Educational Policy Committee
1977	Committees	Executive Committee
1977	Committees	Facilities and Personnel Committee
1977	Committees	Honors Committee
1977	Committees	Honors Committee
1977	Committees	Nominations Committee
1977	Committees	Student Policy Committee

Box 10

1978	Reports	Admission and Financial Aid Reports
1978	Reports	Interim Report
1978	Reports	Investment Profile
1978	Reports	President's report to the Executive Committee
1978	Reports	President's report to the Board of Trustees
1978	Membership Info	
1978	Meeting Minutes	Special Jubilee Board Meeting
1978	Meeting Minutes	May 12-13
1978	Meeting Minutes	Sep 9-10 - Jubilee Workshop
1978	Meeting Minutes	Nov 17-18
1978	Meeting Minutes	
1978	Meeting Minutes	
1978	Correspondence	
1978	Committees	Budget and Finance Committee
1978	Committees	Budget and Finance Committee
1978	Committees	Development Committee

1978	Committees	Executive Committee
1978	Committees	Facilities and Personnel Committee
1978	Committees	Honors Committee
1978	Committees	Presidential Evaluation Committee
1978	Committees	Student Policy Committee

Box 11

1979	Estate Maps	
1979	Reports	Financial Statement
1979	Reports	Funds, Expenditures, and Receipts
1979	Reports	President's report
1979	Reports	Progress Report: M.S.A. Program
1979	Reports	Student Life Reports
1979	Membership Info	
1979	Meeting Minutes	Feb 16-17
1979	Meeting Minutes	Nov 9-10
1979	Meeting Minutes	Dec 22
1979	Meeting Minutes	
1979	Meeting Minutes	
1979	Correspondence	
1979	Correspondence	NEASC Correspondence, 1979-1985
1979	Committees	Budget and Finance Committee
1979	Committees	Development Committee
1979	Committees	Educational Policy Committee
1979	Committees	Executive Committee
1979	Committees	Facilities and Personnel Committee
1979	Committees	Honors Committee
1979	Committees	Honors Committee
1979	Committees	Nominations Committee
1979	Committees	Student Policy Committee

Box 12

1980	Profiles of unknown purpose or origin	
1980	Reports	Accreditation Report
1980	Reports	Athletic Program Evaluation
1980	Reports	Explanation of Salary Improvement Plan
1980	Reports	Long Range Planning Report
1980	Reports	President's report
1980	Reports	President's report
1980	Reports	Proposed Administrative Manual
1980	Reports	Response to Planning Survey
1980	By-laws	
1980	Membership Info	
1980	Meeting Minutes	Feb 8-9
1980	Meeting Minutes	Apr 29
1980	Meeting Minutes	Oct 24-25

1980 Meeting Minutes
1980 Meeting Minutes
1980 Meeting Minutes
1980 Correspondence
1980 Committees Budget and Finance Committee
1980 Committees Budget and Finance Committee
1980 Committees Development Committee
1980 Committees Educational Committee
1980 Committees Executive Committee

Box 13

1980 Committees Facilities and Personnel Committee
1980 Committees Facilities and Personnel Committee
1980 Committees Honors Committee
1980 Committees Investment Committee
1980 Committees Nominations Committee
1980 Committees Student Policy Committee
1981 Reports President's report
1981 Meeting Minutes
1981 Meeting Minutes
1981 Committees Ad-Hoc Committee on Governance
1981 Committees Budget and Finance Committee
1981 Committees Development Committee
1981 Committees Educational Policy Committee
1981 Committees Executive Committee
1981 Committees Facilities and Personnel Committee
1981 Committees Honors Committee
1981 Committees Nominations Committee
1981 Committees Student Policy Committee

Box 14

1982 Reports Budget Report
1982 Reports Campus Consolidation Report, Part I & II
1982 Reports President's report
1982 Membership Info
1982 Meeting Minutes
1982 Meeting Minutes
1982 Correspondence
1982 Committees Audit Committee
1982 Committees Budget and Finance Committee
1982 Committees Development Committee
1982 Committees Educational Policy Committee
1982 Committees Executive Committee
1982 Committees Executive Committee
1982 Committees Facilities and Personnel Committee
1982 Committees Honors Committee

1982 Committees Nominations Committee
1982 Committees Student Policy Committee

Box 15

1983 Reports Long-range Planning Report Progress Part I
1983 Reports Long-range Planning Report Progress Part II
1983 Reports President's report
1983 Membership Info
1983 Meeting Agendas
1983 Meeting Minutes Proposed Meeting Dates
1983 Meeting Minutes
1983 Meeting Minutes
1983 Meeting Minutes
1983 Correspondence
1983 Correspondence Student Tuition Petition
1983 Committees Audit Committee
1983 Committees Budget and Finance Committee
1983 Committees Development Committee
1983 Committees Educational Policy Committee
1983 Committees Executive Committee
1983 Committees Facilities and Personnel Committee
1983 Committees Honors Committee
1983 Committees Nominations Committee
1983 Committees Student Policy Committee

Box 16

1984 Reports Loan Agreement
1984 Reports President's report
1984 Membership Info
1984 Meeting Minutes Meeting Agendas
1984 Meeting Minutes
1984 Meeting Minutes
1984 Meeting Minutes
1984 Correspondence
1984 Committees Audit Committee
1984 Committees Budget and Finance Committee
1984 Committees Development Committee
1984 Committees Educational Policy Committee
1984 Committees Executive Committee
1984 Committees Facilities and Personnel Committee
1984 Committees Honors Committee
1984 Committees Investment Committee
1984 Committees Nominations Committee
1984 Committees Student Policy Committee

Box 17a

1985 Presidential Search Files

Box 17

1985 Reports Development of Fort Ethan Allen I
1985 Reports Fiscal Analysis and Planning
1985 Reports President's report
1985 Reports Proposed Development Program for Fort Ethan Allen
1985 Reports Proposed Development Program for the Plains Property
1985 Membership Info
1985 Projected Meeting Dates
1985 Meeting Minutes
1985 Meeting Minutes
1985 Correspondence
1985 Committees Budget and Finance Committee
1985 Committees Development Committee
1985 Committees Educational Policy Committee
1985 Committees Executive Committee
1985 Committees Facilities and Personnel Committee
1985 Committees Honors Committee
1985 Committees Student Policy Committee
1985 Committees Nominations Committee

Box 18

1986 Reports Alcohol Policy
1986 Reports Paul Morin Endowed Scholarship
1986 Reports President's report
1986 Reports Proposed Budget
1986 Reports Proposed Graduate fees
1986 Membership Info
1986 Meeting Minutes
1986 Correspondence
1986 Committees Audit Committee
1986 Committees Budget and Finance Committee
1986 Committees Development Committee
1986 Committees Educational Policy Committee
1986 Committees Executive Committee
1986 Committees Facilities and Personnel Committee
1986 Committees Honors Committee
1986 Committees Investment Committee
1986 Committees Nominations Committee
1986 Committees Nominations Committee
1986 Committees Student Policy Committee

Box 19

1987 Staff Handbook
1987 Staff Handbook
1987 St. Edmund Hall Dedication

1987	Reports	Admission Profile
1987	Reports	Fort Ethan Allen Plan
1987	Reports	Plan for Academic Excellence
1987	Reports	President's report
1987	Membership Info	
1987	Meeting Minutes	
1987	Correspondence	
1987	Committees	Audit Committee
1987	Committees	Budget and Finance Committee
1987	Committees	Development Committee
1987	Committees	Educational Policy Committee
1987	Committees	Executive Committee
1987	Committees	Facilities and Personnel Committee
1987	Committees	Honors Committee
1987	Committees	Institutional Advancement Committee
1987	Committees	Investment Committee
1987	Committees	Nominations Committee
1987	Committees	Student Policy Committee

Box 20

1988	Reports	Fifth-year Alumni Survey
1988	Reports	Financial Statements
1988	Reports	Institutional Advancement Program Audit
1988	Reports	Library Task Force Report
1988	Reports	Loan Agreement between SMC and the VEHBFA
1988	Reports	Strategic Planning
1988	Reports	Tax-exemption Information
1988	Membership Info	
1988	By-laws	
1988	Meeting Minutes	
1988	Correspondence	
1988	Committees	Academic Excellence Committee
1988	Committees	Audit Committee
1988	Committees	Budget and Finance Committee
1988	Committees	Development Committee
1988	Committees	Educational Policy Committee
1988	Committees	Executive Committee

Box 21

1988	Committees	Facilities and Personnel Committee
1988	Committees	Institutional Advancement Committee
1988	Committees	Medical Benefits Committee
1988	Committees	Nominations Committee
1989	President's Medallion Club	
1989	Reports	Campaign for Tomorrow
1989	Membership Info	

1989 Meeting Minutes
1989 Correspondence
1989 Committees Audit Committee
1989 Committees Budget and Finance Committee
1989 Committees Development Committee
1989 Committees Educational Policy Committee
1989 Committees Executive Committee
1989 Committees Facilities and Personnel Committee
1989 Committees Institutional Advancement Committee
1989 Committees Investment Committee
1989 Committees Nominations Committee
1989 Committees

Box 22

1990 Reports Final Self-Study Report
1990 Reports Published Self-Study Report
1990 Reports Re-accreditation
1990 Meeting Minutes
1990 Correspondence
1990 Committees Audit Committee
1990 Committees Budget and Finance Committee
1990 Committees Development Committee
1990 Committees Educational Policy Committee
1990 Committees Executive Committee
1990 Committees Facilities and Personnel Committee
1990 Committees Honors Committee
1990 Committees Investment Committee
1990 Committees Nominations Committee
1990 Committees Task Force on Planning
1991 Reports Capital Campaign Report
1991 Reports The Edmundite Presence
1991 Membership Info
1991 Committees Curriculum Committee
1991 Committees Honors Committee
1992 Membership Info
1992 Meeting Minutes
1992 Committees Honors Committee
1993 Meeting Minutes

Box 23

1994 By-laws
1994 Membership Info
1994 Membership Info
1995 Membership Info
1995 Committees Educational Policy Committee
1996 Membership Info

1996 Committees Educational Policy Committee
1996 Committees Facilities Committee
1997 Trustee Orientation
1997 Reports Draft of Mission Statement and Strategic Vision
1997 Membership Info
1997 Committees Educational Policy Committee
1997 Committees Faculty Welfare Committee
1997 Committees Multicultural Committee

Box 24

1998 Reports Report of the Retention Committee
1998 Membership Info
1998 Meeting Minutes
1998 Committees Budget and Finance Committee
1998 Committees Curriculum Committee
1998 Committees Educational Policy Committee
1998 Committees Facilities Committee
1998 Committees Learning Committee
1999 Reports Mini Master Plan
1999 Reports Presentation to the Operations Committee
1999 Membership Info
1999 Meeting Minutes
2000 Reports Dashboard Indicators
2000 Membership Info
2000 Membership Info
2000 Meeting Minutes
2000 Committees Faculty Report
2000 Committees Learning Committee
2001 Membership Info
2001 Committees Learning Committee
2002 By-laws
2002 Membership Info
Order of Saint Edmund