Descriptive Summary

Collection Title: University Records

Series Title: Trustees (OSF)

Collection Number: 10

Series Number: 130

Extent: 4 manuscript boxes; 3.5 linear feet

Abstract: Circa 1955, the College of St. Francis formed an Advisory Board for the school. The Advisory Board became the Board of Trustees circa 1962. This collection contains materials related to these boards from 1963-2000 with the bulk of materials from the 1990s. This collection belongs to the Sisters of St. Francis but is housed in the USF Library Archives because of the close relation to collection 10-125 - Advisory Board / Trustees.

Meeting packets including minutes, reports and other documents, make up the largest portion of the collection, but there are also rosters of the board members, policy manuals, and other miscellaneous documents.

Because of the personal and confidential nature of most of the contents of this collection, it is closed to the public. For further information and for directions on how to apply for permission to view materials please contact the Archives Staff.

Physical Location: G12 – Section 2 – Shelf 3-4

Language: English

Processor: Linnea Knapp, Archives Librarian

Administrative Information

Restrictions on use and reproduction: All rights held by the University of St. Francis. For permission to reproduce, distribute, or otherwise use materials, please contact Archives Staff.
Restrictions on access: CLOSED – Permission to view collection must be obtained from the President’s Office.

Provenance / Source of acquisition: unknown

Scope and Content Note

Types of material: Meeting Minutes, Reports, Studies, Board Rosters, Policy Manuals, Tax Forms, Self-Studies.

Dates: 1963-2002


Container Listing

Box 1:
Folder 1 - “From the Heart of the College”: A Recommitment to Vision and Values – Report of the CSF Project ‘91 Committee – April 1992
Folder 2 - “From the Heart of the College”: A Recommitment to Vision and Values – Report of the CSF Project 19’ Committee – April 1992 (copy 2)
Folder 3 - Board of Trustees Meeting Packet – November 12, 1992
Folder 4 - Development Committee Meeting Packet – February 18, 1993
Folder 5 - Board of Trustees Meeting Packet – February 18, 1993
Folder 6 - Board of Trustees Meeting Packet – April 20, 1993
Folder 7 - Board of Trustees Meeting Packet – December 1, 1993
Folder 8 - Board of Trustees Meeting Packet – December 1, 19935; Board of Trustees Meeting Minutes – December 1, 1993
Folder 9 - Purposes and Policies for Sponsored Institutions, OSF - October 1994 (Maria Pesavento, OSF – Sponsorship Manual)
Folder 10 - Board of Trustees Meeting Packet – February 15, 1994; Board of Trustees Meeting Minutes – February 15, 1994
Folder 11 - Board of Trustees Meeting Packet – May 10, 1994
Folder 12 - Board of Trustees Meeting Minutes – May 10, 1994; Board of Trustees Meeting Packet (Partial) – May 10, 1994
Folder 13- “Building Academic Communities to Manage Change” – Board of Trustees Retreat - January 20-21, 1995
Folder 14 - Board of Trustees Meeting Packet – January 20, 1995
Folder 15 - Board of Trustees Meeting Materials and Minutes – April 27, 1995
Folder 17 - Board of Trustees Meeting Agenda – October 12, 1995
Folder 18 - Miscellaneous Board of Trustees Documents and Reports -1995
Folder 19 - Board of Trustees Booklet - 1995-1996
Folder 20 - Board of Trustees Meeting Materials- 1996-1997
Folder 21 - Board of Trustees Meeting Materials- 1996-1997 (2)
Folder 22 - Board of Trustees Meeting Materials- 1996-1997 (3)
Folder 23 - Board of Trustees Meeting Materials- 1996-1997 (4)
Folder 27 - Board of Trustees Roster with addresses – October 1, 1998 – CONFIDENTIAL INFORMATION INCLUDED

Folder 29 - USF Board of Trustees Retreat – October 9-10, 1998
Folder 30 - USF Policy Manual: Part II Faculty Personnel Policies – June 1999
Folder 31 - USF Executive Committee and Facilities Committee Meeting – March 24, 1999
Folder 32 - USF Executive Committee Meeting – June 21, 1999
Folder 33 - USF Executive Committee Meeting – July 15, 1999
Folder 34 - USF Executive Committee and Facilities Committee Meeting – August 30, 1999
Folder 35 – Miscellaneous USF Board of Trustees Committee Minutes and Documents – 1998-1999 – CONFIDENTIAL INFORMATION INCLUDED
Folder 36 - Board of Trustees Meeting Materials – 1998-1999
Folder 37 - Board of Trustees Meeting Materials – 1998-1999 (2)
Folder 38 - Board of Trustees Meeting Materials – 1998-1999 (3)
Folder 39 - Board of Trustees Meeting Materials – 1998-1999 (4)
Folder 40 - USF Policy Manual: Part I Purpose, Organization and Governance – Approved by the Academic Assembly on April 8, 1999

Box 2:
Folder 1 - By-laws of USF – ca. 1999
Folder 2 - USF Franciscan Grant Award Presentation Program – March 2, 1998
Folder 4 - Board of Trustees Meeting Materials – 1999
Folder 5 - Board of Trustees Meeting Materials – 1999 (2)
Folder 6 - Board of Trustees Meeting Materials – 1999 (3)
Folder 7 - Board of Trustees Meeting Materials – 1999 (4)
Folder 9 - USF Policy Manual: Part III-A; Part III-B; Part IV – Draft January 2000; Board of Trustees Executive Committee Conference Call Agenda - January 2000
Folder 10 - USF Board of Trustees Meeting Packet – January 26, 2000
Folder 11 - USF Board of Trustees Meeting Packet – May 4, 2000
Folder 12 - USF Executive Committee Meetings – Summer 2000
Folder 13 - Certificate in case – ‘USF Recognizes Sisters of St. Francis of Mary Immaculate as lifetime members of the St. Francis Society” – n.d.
Folder 14 - Executive Committee Meeting Packets – May 3, 1994, August 25, 1994, December 1, 1994
Folder 17 - CSF Executive Committee and Conditions of Faculty Service Committee Meeting – June 19, 1997
Folder 18 - CSF Executive Committee Meeting - July 24, 1997
Folder 19 - CSF Executive Committee Meeting - September 18, 1997
Folder 20 - USF Executive Committee Meeting - June 23, 1998
Folder 21 - USF Executive Committee Meeting - July 7, 1998
Folder 22 - USF Executive Committee Meeting - August 31, 1998
Folder 23 - USF Executive Committee Meeting - July 15, 1999
Folder 24 - CSF Business Affairs Committee – February 3, 1997
Folder 25 - CSF Business Affairs Committee – March 14, 1997
Folder 26 - CSF Business Affairs Committee – April 18, 1997
Folder 27 - CSF Business Affairs Committee – September 30, 1997
Folder 28 - CSF Business Affairs Committee – October 31, 1997
Folder 29 - CSF Business Affairs Committee – December 17, 1997
Folder 30 - USF Business Affairs Committee – January 30, 1998
Folder 31 - USF Business Affairs Committee – April 14, 1998
Folder 32 - USF Business Affairs Committee – November 2, 1998
Folder 33 - Form 990 and Schedule A – June 1, 1998-May 31, 1999
Folder 34 - Form 990 and Schedule A – June 1, 1999-May 31, 2000
Folder 35 - CSF On-Campus Undergraduate Program Committee Meeting – January 28, 1997
Folder 36 - CSF On-Campus Undergraduate Program Committee Meeting – March 17, 1997
Folder 37 - CSF On-Campus Undergraduate Program Committee Meeting – April 10, 1997
Folder 38 - CSF Development Committee Meeting – October 12, 1995
Folder 39 - Economics of Planned Giving – Prepared for Sister Kathleen Rossman- 1986
Folder 41 - Development Committee Meeting - February 19, 1987
Folder 42 - Development Committee Meeting - November 12, 1987
Folder 43 - Development Committee Meeting - February 25, 1988
Folder 49 – Event Invitations and Brochures to OSF members – 1993-2002

Box 3:
Folder 1 – The Complete Consort Dancing Together – 1995 (2)
Folder 3 – Background Deliberations: CSF/OSF Agreement Baseball Field – 1995
Folder 4 – Initial Orientation Meeting: Mission Statement – 1995 – CONFIDENTIAL-
Folder 5 – Initial Orientation Meeting: Vision & Value Statement – 1995
Folder 6 – Initial Orientation Meeting: Lease Discussion – 1995
Folder 7 – Negotiations Committee Meeting – May 1999 (2)
Folder 8 – Meeting Between USF Representatives & Congregation of Sisters of St. Francis Representatives – May 1999
Folder 10 – Asset Information Package – February 2002
Folder 11 – Sponsorship Notes – 2001
Folder 15 – Sponsorship Articles – 2000
Folder 16 – Sponsorship Articles – 1994
Folder 17 – Sponsorship Articles – 2001
Folder 18 – Sponsorship Articles: Loyola Law Library – 2001
Folder 19 – Sponsorship Notebook University of St. Francis - 2000
Folder 20 – Autumn ’94 OSF Sponsorship Meeting II – 1994
Folder 21 – Annual Reflection – 1993-1994
Folder 24 – Presentation to the Governing Board of the Congregation of the Sisters of St. Francis of Mary Immaculate – September 2000 (2)
Folder 25 – Motherhouse Planning Notes & Articles – 1998
Folder 26 – Motherhouse OSF/CSF Dialogue Committee – 1998
Folder 27 – Motherhouse Discussions, Meetings. & Drafts – 1998
Folder 28 – Annual Reflection – 1997-1998
Folder 29 – Sponsorship – 1994
Folder 30 – Sponsorship – 2001
Folder 32 – Constitutions: Congregation of the Third Order of St. Francis of Mary Immaculate – 1986
Folder 33 – Assisi Junior College & College of St. Francis – 1929-1930, 1932-1933
Folder 35 – Summary Report Governing Board Meetings – November –December 2000
Folder 36 – Agreement Between OSF/USF –May 2000
Folder 37 – Executive Committee of Board of Trustees Meeting – August 2000 (2)
Folder 38 – Memorandum – February 2000 (2)
Folder 39 – OSF/USF Meeting – July 7, 2000 (2)
Folder 40 – Church Law & Sponsorship, Sponsorship Proposal – 1997, 2001
Folder 41 – Sponsorship Renewal & Promotion – January 2002
Folder 42 – Sponsorship Issues – February 2002
Folder 43 – Executive Committee of Board of Trustees Meeting – July 2000 (2)
Folder 44 – Executive Committee of Board of Trustees Meeting – June 2000 (2)
Folder 45 – Sponsorship: Terms and Issues – June 2000 (2)
Folder 46 – Sponsorship – 1999-2000
Folder 48 – Book of Remembrance: Margaret Patraitis – 2002
Folder 49 – Book of Dedication in Memoriam of Margaret Patraitis – 2002
Folder 50 – Appraisal Report and Value – 1977
Folder 51 – Agreements – 1977, 1983
Folder 52 – Agreements – 1988-1989
Folder 54 – Congregation Lease – 1990
Folder 55 – Congregation Agreement with CSF – 1973
Folder 56 – Congregation Agreement with CSF – 1987-1989
Folder 57 – Congregation Agreement with CSF – 1977
Folder 59 – Congregation Agreement with CSF – 1976
Folder 61 – Lease Amendment – 1977
Folder 62 – Lease Amendment – 1990-1991 (2)

Box 4:
Folder 1 – Congregation – 1992, 1994
Folder 2 – Congregation – 1991
Folder 4 – Autumn OSF Sponsorship Meeting II – 1994
Folder 5 – Congregation Correspondence – 1993-1995
Folder 6 – Congregation Correspondence – 1989-1992
Folder 7 – Congregation Correspondence – 1986-1988
Folder 8 – Congregation Correspondence – 1982-1985
Folder 9 – Congregation Correspondence – 1978-1981
Folder 10 – Congregation Correspondence – 1973-1977
Folder 11 – Congregation Correspondence – 1969-1971

Keywords
Advisory boards
College trustees
Conference proceedings
Corporate minutes

Notes: Last modified 06/9/2015 by Gloria Hendrickson, Archives Librarian