Overview of the Collection

Creator: Delta College Board of Trustees
Title: Board of Trustees Record Group
Bulk Dates: 1975-2012
Abstract: The Board of Trustees Record Group contain materials documenting the governance and administrative activities of the Board of Trustees. Records include meeting minutes, correspondence and clippings.
Identification: Accession 33
Quantity: 6.5 linear feet
Repository: Delta College Archives, L118, 1961 Delta Road, University Center, MI 48017
Preferred Citation: [Description of item], Series, Board of Trustees Record Group, (Accession 33). Delta College Archives, University Center, Michigan.

Administrative History

On November 7, 1957 Bay, Midland and Saginaw County voters approved the establishment of a Tri-County College District. The district came to be known as Delta College. At that time voters also elected the Colleges first Board of Trustees. Three board members were elected from each of the counties making up the district. Members of the first Board of Trustees were:

Oscar M. Anderson (Bay City)
Jane Sutton (Midland)
Maurice Brown (Saginaw)
George Butterfield (Bay City)
Ralph L. Powell (Bay City)
Donald C. Durman (Saginaw)
Leonard Bergstein (Midland)
Harry Hawkins (Saginaw)
William R. Collings (Midland)

Important first actions of the board included gaining support from voters for bonds and property tax millages to fund the college, choosing Dr. Samuel D. Marble as its first President in September 1958 and giving the college its official name in January 1960.

The Board of Trustees oversee and evaluate the college president. They approve the hiring of staff, conduct an annual budget audit, approve large purchases, and handle policies, legal
matters, tuition increases and millage proposals. They keep track of enrollment, donations to the college, hear various reports from administrators and committees, and oversee short and long-range goals. They can represent the college on state committees.

In 1974 the board decided to hold all their meetings in public. Meetings are held on the second Tuesday of each month. At least one meeting per year is held at each of the Delta College Centers (Planetarium, Midland Center, Ricker Center) with all others held at the main campus. The trustees are elected to six-year terms. Some of the longest serving Trustees are Dee Dee Waxman, R. Earl Selby, Dr. Robert L. Emrich, Karen Lawrence-Webster, Ruth Jaffe, Annette Deibel, Paul Rowley, Dr. W. Brock Neely, Dr. Robert App, and charter trustees Dr. William R. Collings, Jane Sutton, and Oscar M. Anderson.

Scope and Contents

The Board of Trustees Record Group (1957-2015) documents the history, membership, actions and activities of the Delta College Board of Trustees.

The collection consists of four series. The Trustee Actions Series (1967-2015) provides a synopsis of Board Meetings from 1967 to the present date. The series is arranged chronologically.

The Board Meeting Series (1962-2009) includes agendas, handouts, reports, etc. that were provided to Board members for regular board meetings, dinner meetings, special meetings, organizational meetings, informal meetings and committee meetings including the committee-of-the-whole, Academic Committee, Finance Committee and Personnel Committee. The series is arranged chronologically.

The Board Members (Past and Present) Series (1961-2015) includes a small file on most of the Delta College Board Members. Files may include news clippings, correspondence or obituaries for the member. The series is arranged alphabetically by last name of the Board member.

Finally, the Topical File Series (1962-2015) includes information about lawsuits against the College, Board policies and bylaws, recommendations for promotion and tenure, and other general information. The series is arranged alphabetically by topic.

Arrangement

The collection is arranged into four series:

I. Trustee Action, 1962-2015

II. Board Meetings, 1962-2009

III. Board Members (Past and Present), 1962-2015

IV. Topical Files, 1962-2015
Restrictions

Restrictions on Access
Open to all users

Restrictions on Use
None

Index Terms
This record series is indexed under the following controlled access subject terms.

Persons

Organizations
Delta College (University Center, MI)

Places
University Center (MI).

Subjects
Board of Trustees of Delta College (University Center, M.I.).
Delta College.; Board of Trustees

Document Types
Agendas
Correspondence.
Minutes.
Clippings.

Related Material
Board of Trustee Meeting Agendas and Minutes from 2007 to the present can be found on the Delta College website: http://www.delta.edu/board-of-trustees/meeting-agendas-minutes-archive.html [accessed February 21, 2017].

Delta College Board of Trustee Bylaws, Operating Parameters, Officers and Committee Assignments and other information can be found on the Delta College website: http://www.delta.edu/board-of-trustees/ [accessed February 21, 2017].

The Carlyon Papers contain several folders relating to the Board of Trustees during the term of President Donald J. Carlyon.

Separated Material
Photographs have been removed from this collection and added to the Photographs Record Group, Print Album Series, Board of Trustees subseries.

Administrative Information

Acquisition Information

The Primary accession of the Board of Trustees materials was transferred to the archives over an unknown period of time.

Accruals

Future accruals are expected; frequency and volume are unknown. The Board of Trustees holds regular meetings twelve times per calendar year, with special meetings as necessary. Approved minutes and other materials will be added to the collection on a regular basis.

Processing Information

Final Processing and finding aid by/date: Carol Whittaker & Anne Wolfe, June 2016

Detailed Description of the Collection

Series I. Trustee Actions, 1967-present

<table>
<thead>
<tr>
<th>Cabinet</th>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>1-49</td>
<td>Trustee Action, 1967-2015</td>
</tr>
</tbody>
</table>

Series II. Board Meetings, 1962-2009

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1962-1963 (Box in A128 Archives Closet)</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>1964 (Box in A128 Archives Closet)</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>1970 (Box in A128 Archives Closet)</td>
</tr>
<tr>
<td>1</td>
<td>4-15</td>
<td>January 1971-December 1971 (12 folders) (Box in A128)</td>
</tr>
<tr>
<td>1</td>
<td>16-18</td>
<td>January 1972-March 1972 (3 folders) (Box in A128)</td>
</tr>
<tr>
<td>1</td>
<td>19-29</td>
<td>February 1973-December 1973 (11 folders) (Box in A128)</td>
</tr>
<tr>
<td>2</td>
<td>1-4</td>
<td>January 1974-April 1974 (4 folders) (Box in A128)</td>
</tr>
</tbody>
</table>
2  5-11  June 1974-December 1974 (7 folders) (Box in A128)
2  12-14  January 1975-March 1975 (3 folders) (Box in A128)
2  15-26  January 1976-December 1976 (12 folders) (Box in A128)
2  27-29  October 1978-December 1978 (3 folders) (Box in A128)
2  30-31  January 1979-February 1979 (2 folders) (Box in A128)
2  32-34  April 1979-June 1979 (3 folders) (Box in A128)
2  35-37  July 1979-September 1979 (3 folders) (Box in A128)
2  38-39  November 1979-December 1979 (2 folders) (Box in A128)
3  1-12  January 1983-December 1983 (12 folders) (Box in A128)
3  13-24  January 1985-December 1985 (12 folders) (Box in A128)
3  25-33  January 1986-September 1986 (9 folders) (Box in A128)
3  34    December 1986 (1 folder) (Box in A128)
3  35-40  January 1987-June 1987 (6 folders) (Box in A128)
3  41-45  August 1987-December 1987 (5 folders) (Box in A128)
4  1-12  January 1988-December 1988 (12 folders) (Box in A128)
4  13-24  January 1989-December 1989 (12 folders) (Box in A128)
4  25-36  January 1990-December 1990 (12 folders) (Box in A128)
5  1-12  January 1991-December 1991 (12 folders) (Box in A128)
5  13    September 1992 (Box in A128)
5  14    December 2007 (Box in A128)
5  15    January - December 2008 (1 folder) (Box in A128)
5  16    January – June 2009 (1 folder) (Box in A128)

Series III. Board Members (Past and Present), 1962-present

Cabinet   Folder   Description
33 50  Anderson, Oscar (charter member, Bay City, 1957-1974), 1962-1967
33 51  App, Dr. Robert G. (Saginaw, 1972-1986), 1976
33 52  Bartlett, Lloyd (college attorney, 1958-1971), 1971
33 53  Bergstein, Leonard (Midland, charter member, 1957-1964), 1963-1965
33 55  Boyse, Robert (1968-1971), 1968
33 56  Brown, Maurice (charter member, Saginaw, 1957-1963), 1962-1969
33 57  Butterfield, George (charter member, Bay City, 1957-1966), 1966-1975
33 58  Chapin, Dr. Frederick (1961-1968), 1966
33 60  Collins, Dr. W.R. (Midland, charter member, 1957-1976), 1968
33 61  Dean, Phillip (1968-1979), 1978-1979
33 62  Deibel, Annette (1975-1993), 1975
33 63  Dolinski, Dr. Richard J. (Midland, 1993-2004), 2004
33 65  Durham, Don (charter member, Saginaw, 1957-1964), 1964
33 66  Ellison, Kathy (Midland 2010-present), 2010
33 67  Emrich, Dr. Robert L. (Saginaw, 1992-present), 2014 (photographs)
33 69  Fuller, Dr. John A. (Midland, 1989-2000) (photographs)
33 70  Goffney, Marcia B. (Midland, 1997-2001) (photographs)
33 71  Gougeon, Meade (Bay City, 1999-2003), 1999-2003
33 72  Graebner, Sr., Clarence (Saginaw, 1963-1967), 1966-1969
Higgs, Kim (Bay City, 2007-2012), 2006-2012
Holoman, Jr., Smallwood (Midland, 1997-2002), n.d. (photograph)
Houston-Philpot, Kimberly (Midland, 2005-present), 2010, 2015
Lane, Dr. Thomas (Midland, 2000-2010) (photographs)
Lawrence-Webster, Karen (Saginaw, 2001-present), 2002-2010
Lippert, Jr., Tom (1967-1973), 1967
Nash, Michael (Midland, 2014-present), 2014
Neely, Dr. W. Brock (Midland, 1974-1992), 2005
Powell, Ralph (charter member, Bay City, 1957-1958), 2003
Pressprich, Otto (1965), 1965
Rowley, Paul A. (Bay City, 1979-1998), n.d. (photographs)
Ruhl, Frances G. (Midland, 1990-1996), 2014 (photograph)
Selby, Ralph J. (Bay City, 1979-1990), 2004
Selby, R. Earl (Saginaw, 1992-present), 2008-2011 (photographs)
Slachta, Donald C. (1983-1990), 1983
Stafford, Robert (Midland, 2005-2014), 2005-2013
Sutton, Jane (Midland, charter member, 1957-1972), 1963-1969
Wacksman, Dee Dee (Bay City, 1998-present), 2002-2014
Woods, Gloria (Bay City, 1997-2002) (photographs)
Zahnaw, Melvin (1963-1965), 1985

Series IV. Topical Files, 1962-2015

Budget, 1964-2013
By-Laws, 1971-2014
Clippings, 1962 & 1964
Contract Dispute, 1963
Correspondence, 1972 & 1978
Elections, 1963-2014
Grievances, 2015

Lawsuits

General, 1970-2012
Open Meetings Act, 2007-2013
Manuals, 1989
Meetings Calendar, 2007-2012
Membership, 1964-2014
Memos, 1973-2011
Operating Parameters, 1975, 2011 & 2015
Organizational Chart (Delta), 1962 & 2009

Policies

General, 1962-2011
Acquired Immunodeficiency Syndrome (AIDS), 1987
33  118  Profiles, 2004-2007
33  119  Recommendations for Promotion and Tenure, 1972-1992 (5 folders)
33  120  Resignations, 1971
33  121  Retreats, 2007