



Office of Secretary of the Board of Trustees Records UA.1.2

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University Archives and Historical Collections

Conrad Hall
943 Conrad Road, Room 101
East Lansing , MI 48824
Business Number: 517-355-2330
archives@msu.edu
URL: <http://archives.msu.edu/>

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Summary Information

Repository:	University Archives and Historical Collections
Creator:	Michigan State University. Office of the Secretary of the Board of Trustees
Creator:	Michigan State University. Office of the General Counsel
Source - dnr:	Kuhn, Madison, 1910-1985
Source - dnr:	Reeves, Floyd W. (Floyd Wesley), 1890-1979
Source:	Eli Broad College of Business
Title:	Office of the Secretary of the Board of Trustees records
ID:	UA.1.2
Date [inclusive]:	1857-2016
Physical Description:	7 Cubic Feet
Language of the Material:	English .

Preferred Citation

Researchers wishing to cite this collection should include the following information:
"Item title, Collection title, Collection Identifier, Michigan State University Archives & Historical Collections, East Lansing, Michigan."

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Historical Note

In 1861, the Michigan State Legislature authorized the appointment of a secretary to the State Board of Agriculture with responsibilities to record the minutes of the Board of Trustees and interpret agricultural sciences to farmers.

Agricultural education duties included collecting information on agricultural practices; distributing seeds, plants, trees and shrubs to farmers who would report results; encouraging the formation of agricultural societies; publishing information in the newspapers; and

issuing an annual report. This work eventually conferred the legal authority for the gradual development and extension of this position's research functions.

This position, which evolved into the current Secretary to the Board of Trustees, carried a variety of responsibilities through the years. Successors became the institution's business managers as they cared for the property and received and disbursed funds.

In 1970, the Office of the Secretary to the Board of Trustees was combined with that of the Executive Vice President (see UA 4.0). In 1976, an independent Office of the Secretary was re-established with somewhat different responsibilities. In 1986, the office was combined with the Executive Assistant to the President.

The current title for the position is Secretary of the Board of Trustees and Executive Assistant to the President. In addition to administrative responsibilities for Board meetings, ordinances, polices and courtesies, this person is involved in a wide range of issues, working with the Board and President to implement their change agenda.

Secretaries

State Board of Education

Ira Mayhew 1855-1859

John M. Gregory 1859-1861

State Board of Agriculture - Board of Trustees

Theophilus C. Abbot 1861-December 1863

Carlos A. Kenaston (pro tempore) December 1863-February 1864

Sanford A. Howard February 1864-March 1871

Richard Haigh Jr. (pro tempore) March 1871-November 1873

William H. P. Marston November 1873-August 1875

Robert G. Baird August 1875-June 1885

Henry G. Reynolds June 1885-June 1893

Ira H. Butterfield June 1893-February 1899

Arthur C. Bird June 1899-June 1902

Addison M. Brown June 1902-December 1921

Herman H. Halladay December 1921-January 1935

John A. Hannah January 1935-June 1941

Karl H. McDonel July 1941-June 1960

James W. Miller July 1960-December 1960

Marie Mercier (acting) July 1960-December 1960

Jacweir Breslin March 1961-September 1975

Elliot G. Ballard October 1975-January 1981

Roger E. Wilkinson (acting) January 1981-December 1981

Roger E. Wilkinson January 1982-October 1985

David Kimball October 1985-September 1986

Marylee Davis September 1986-September 1992

Mascellette G. Williams September 1992-September 1994

Martha L. Hesse September 1994-September 1996

Nancy H. Pogel September 1996-December 2001 L. Susan Carter January 2002-July 2005

Alison Barber August 2005-December 2007 Bill Beekman January 2008--

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Scope and Contents

The records include subject files and correspondence of Karl McDonel and Elliot Ballard during their time as Secretary of the Board of Trustees. There is also one file of records from Jacweir (Jack) Breslin's time as Secretary. Their files cover a variety of subjects and give a varied and rather complete look at the operations of Michigan State University. Other records include early financial records for labor, purchasing, and farm products; building inventories; departmental and grading records; Veteran's Bureau records; and a certificate appointing Ira Butterfield as Postmaster of the Agricultural College.

Boxes 920 and 921 as well as the oversized material relate to the early functioning of the office. Boxes 352 and 353 were transferred to the Archives when the office went by the title of Office of the Executive Vice President and Secretary to the Board of Trustees. Consequently, the boxes and folders will be labeled as from this office, with that offices' record group number (UA 4.0). However, the contents reflect the work of the Secretary to the Board of Trustees during the 1950s and 1960s.

Electronic Resources include correspondence in the form of e-mail memos and attachments.

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Administrative Information

Publication Statement

University Archives and Historical Collections

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Conditions Governing Access

Collection is open for research.

Conditions Governing Use

Permission to publish material from this collection must be obtained from University Archives & Historical Collections, Michigan State University.

Conditions Governing Access

Legal Status: Copyright: Michigan State University. Property Rights: Michigan State University.

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Related Materials

Related Archival Materials

See also Vice President for Administration and Public Affairs records (UA 4).

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Controlled Access Headings

- Universities and colleges -- Fires and fire prevention
- Annual reports
- Contracts
- Correspondence
- Electronic mail messages
- Reports
- Journals (accounts)
- Memorandums
- Ballard, Elliott G.
- Breslin, Jacweir
- McDonel, Karl H. (Karl Hanchett)
- Michigan State University
- Michigan State University. Board of Trustees
- Michigan State University. Detroit College of Law
- Michigan State University. Finance and Policy Committee
- Michigan State University. Horticulture Department
- Michigan State University. Veterans Affairs Office
- Kuhn, Madison, 1910-1985
- Reeves, Floyd W. (Floyd Wesley), 1890-1979
- Eli Broad College of Business

Collection Inventory

LABOR RECORDS

Paychecks

Title/Description	Instances	
1857	box 920	folder 1
1862	box 920	folder 2
1863	box 920	folder 3
1895	box 920	folder 4
Time Records, Undated	box 920	folder 5
Correspondence, 1858-1895		

	box 920	folder 6
Time Sheets, 1874-1889	box 920	folder 7
Labor Pay Roll, 1922	box 920	folder 11

Surety Bonds of Employees

Title/Description	Instances	
1871-1899	box 920	folder 8
1900-1909	box 920	folder 9
1910-1920	box 920	folder 10
Loan Contracts, 1922-1923	box 920	folder 12
Correspondence, 1923-1926	box 920	folder 13
Bulletins, Undated	box 920	folder 14
Newspaper Clippings, Undated	box 920	folder 15

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PURCHASING RECORDS

Coal Purchases and Contracts

Title/Description	Instances	
1888-1893	box 920	folder 16
1894	box 920	folder 17
1895	box 920	folder 18
1898-1922	box 920	folder 19
Undated	box 920	folder 20
Purchases and Orders. Furniture, 1891-1895	box 920	folder 21
Purchases. Library, 1894-1895	box 920	folder 22
Purchases. Office Supplies, 1896	box 920	folder 23

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FARM PRODUCT RECORDS

Title/Description	Instances	
Farm Department Receipts, 1873-1875	box 920	folder 24

Farm Products

Title/Description	Instances	
Credit Receipts		
July 1899	box 920	folder 25
August 1899	box 920	folder 26
September 1899	box 920	folder 27
October 1899	box 920	folder 28
November 1899	box 920	folder 29
December 1899	box 920	folder 30
January 1900	box 920	folder 31
Bills		
June & July 1899	box 920	folder 32
August & September 1899	box 920	folder 33
October-December 1899	box 920	folder 34
January-March 1900	box 920	folder 35
May 1900	box 920	folder 36
June-July 1900	box 920	folder 37
Credit Sales, Undated	box 920	folder 38
Supply Orders, 1898	box 920	folder 39
Letter Regarding Dairy Sales, 1899	box 920	folder 40

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HORTICULTURE DEPARTMENT RECORDS

Title/Description	Instances	
Horticulture Department Accounts, 1898-1899	box 920	folder 41
Horticulture Department Record, Undated	box 920	folder 42

Horticulture Department. Order Book

Title/Description	Instances	
April-September 1899	box 920	folder 43
May-September 1899	box 920	folder 44
September 1899-May 1900	box 920	folder 45

September 1899-May 1900	box 920	folder 46
May-August 1900	box 920	folder 47
Undated	box 920	folder 48
Receipts, 1898	box 920	folder 49

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GRADING RECORDS

Title/Description	Instances	
Analytical Chemistry, 1870	box 920	folder 50

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INVENTORIES

Title/Description	Instances	
Abbot Hall. Inventories, 1897	box 920	folder 51
Armory Inventories, 1886-1891	box 920	folder 52
Apiary Inventories, 1879-1887	box 920	folder 53
Botanical Museum Inventories, 1878	box 920	folder 54
Chemical Department Inventories, 1866-1893	box 920	folder 55
Club Inventories, 1889-1891	box 920	folder 56
College Hall Inventories, 1878-1897	box 920	folder 57
English Department Inventories, 1886-1893	box 920	folder 58
Experimental Station Inventories, 1888-1894	box 920	folder 59
Farmers Institute Inventories, 1896-1897	box 920	folder 60
Free Hand Drawing Room Inventories, 1892-1896	box 920	folder 61
Green House Inventories, Undated	box 920	folder 62
History Department Inventory, 1892	box 920	folder 63
Horticulture Department. Inventories, 1882-1897	box 920	folder 64
Hospital Inventories, 1892	box 920	folder 65
Library Inventories, 1882-1897	box 920	folder 66
Math & Engineering Department. Inventories, 1880-1897	box 920	folder 67
Mechanical Departmental Inventories, 1880-1886	box 920	folder 68

Military Department, 1892-1897	box 920	folder 69
Museum Directories and Inventories, 1882-1883	box 920	folder 70
President's Office Inventories, 1878-1897	box 920	folder 71
Secretary's Office. Inventories, 1878-1897	box 920	folder 72
Veterinary Department. Inventories, Undated	box 920	folder 73
Water and Steam Department. Inventories, 1893	box 920	folder 74
Weather Service Inventories, 1891-1897	box 920	folder 75
Williams Hall Inventories, 1887-1892	box 920	folder 76
Zoology Department. Inventories, 1882-1897	box 920	folder 77

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VETERANS BUREAU RECORDS

Instruction Contracts

Title/Description	Instances	
1921	box 921	folder 1
1923	box 921	folder 3
1924	box 921	folder 4
1925	box 921	folder 5
1922	box 921	folder 2

Correspondence and Records

Title/Description	Instances	
1922	box 921	folder 6
1923	box 921	folder 7
1924	box 921	folder 8

Veterans Tuition Lists

Title/Description	Instances	
1923	box 921	folder 9
1924	box 921	folder 10
1925	box 921	folder 11
1926	box 921	folder 12

Vouchers and Records

Title/Description	Instances	
July 1921	box 921	folder 13
August 1921	box 921	folder 14
September 1921	box 921	folder 15
October 1921	box 921	folder 16
November 1921	box 921	folder 17
January 1922	box 921	folder 18
February 1922	box 921	folder 19
March 1922	box 921	folder 20
April 1922	box 921	folder 21
May 1922	box 921	folder 22
June 1922	box 921	folder 23
July 1922	box 921	folder 24
August 1922	box 921	folder 25
September 1922	box 921	folder 26
October 1922	box 921	folder 27
November 1922	box 921	folder 28
December 1922	box 921	folder 29
January 1923	box 921	folder 30
February 1923	box 921	folder 31
March 1923	box 921	folder 32
April 1923	box 921	folder 33
May 1923	box 921	folder 34
June 1923	box 921	folder 35
July 1923	box 921	folder 36
August 1923	box 921	folder 37
September 1923	box 921	folder 38
October 1923	box 921	folder 39
November 1923	box 921	folder 40
December 1923	box 921	folder 41
January 1924	box 921	folder 42

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February 1924	box 921	folder 43
March 1924	box 921	folder 44
April 1924	box 921	folder 45
May 1924	box 921	folder 46
June 1924	box 921	folder 47
July 1924	box 921	folder 48
August 1924	box 921	folder 49
September 1924	box 921	folder 50
October 1924	box 921	folder 51
November 1924	box 921	folder 52
December 1924	box 921	folder 53
January 1925	box 921	folder 54
February 1925	box 921	folder 55
March 1925	box 921	folder 56
April 1925	box 921	folder 57
May 1925	box 921	folder 58
June 1925	box 921	folder 59
July 1925	box 921	folder 60
August 1925	box 921	folder 61
November 1925	box 921	folder 62
December 1925	box 921	folder 63
January 1926	box 921	folder 64
February 1926	box 921	folder 65
March 1926	box 921	folder 66
April 1926	box 921	folder 67
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July 1926	box 921	folder 69
Organization and By-laws of the State Board of Agriculture, 1927	box 353	folder 83
Correspondence- W.K. Kellogg Farm, Bird Sanctuary, and Forest, 1927-1936	box 353	folder 84
Summary of Operations of the W.K. Kellogg Bird Sanctuary, June 1, 1931-July 1936	box 353	folder 85

Policies and Uses of the W.K. Kellogg Farm and Endowment, Undated	box 353	folder 86
Student Petition to President Roosevelt to stay out of the war, 1940	box 353	folder 87
Correspondence, 1945	box 353	folder 91

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CORRESPONDENCE AND SUBJECT FILES OF KARL MCDONEL

Title/Description	Instances	
Correspondence and memos, 1956-1960	box 353	folder 88
A. Business letters topically arranged, July-November 1955	box 352	folder 1
B. Business letters topically arranged, July 1955-March 1957	box 352	folder 2
Ballard, Jennings, Bishop and Frazer (Parsons), July 1950-May 1953	box 352	folder 3
Bernitt, Richard. Fire Inspector, 1956	box 352	folder 4
Bids. Condenser Equipment, South Campus Plant, August 1956	box 352	folder 5
Bids. Cooling Tower, South Campus Plant, August 1956	box 352	folder 6
Brandstatter, Arthur. Police Administration, 1954-1957	box 352	folder 7
Brody, Clark L. Board Member, October 1955	box 352	folder 8
Boger, Lawrence. Agricultural Economics, 1955	box 352	folder 9
Budget Director, 1955	box 352	folder 10
C. Business letters topically arranged, 1955-1957	box 352	folder 11
Calder, Ralph. Architect, 1955-1957	box 352	folder 12
Centennial Committee, July 1953-February 1956	box 352	folder 13
Chamber of Commerce, 1955-1956	box 352	folder 14
Church, Howard. Art Department, 1956-1957	box 352	folder 15
Clark, C.F. Veterinary Medicine, 1955-1957	box 352	folder 16
Combs, William. University Services, 1955-1957	box 352	folder 17
Commonwealth Associates, 1955-1957	box 352	folder 18
Conservation. State Department, 1955	box 352	folder 19
Cowden, Thomas K. Agriculture, 1955-1957	box 352	folder 20
Denison, James H. Public Relations, 1955-1956	box 352	folder 21

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Dye, Marie. Home Economics, 1926-1956	box 352	folder 22
E1955-1956	box 352	folder 23
Erickson, Clifford. Education, 1948-1956	box 352	folder 24
Fire Marshall Reports, 1955-1956	box 352	folder 25
F1955-1956	box 352	folder 26
Foster, E.G. Dormitories and Food Services, 1955-1956	box 352	folder 27
G. Business letters topically arranged, 1955	box 352	folder 28
Giffels and Vallet. Architects, 1955-1956	box 352	folder 29
Greenaway, Donald. Hotel Management, 1955-1956	box 352	folder 30
H. Business letters topically arranged, 1955-1956	box 352	folder 31
Hamilton, T.H. Basic College, 1955-1956	box 352	folder 32
Herbert, Paul H. Conservation, 1956	box 352	folder 33
J. Business letters topically arranged, 1955	box 352	folder 34
K. Business letters topically arranged, 1955	box 352	folder 35
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L. Business letters topically arranged, 1955	box 352	folder 37
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Legislature, 1956	box 352	folder 39
M1955-1956	box 352	folder 40
Manson and Carver, Architects, 1955-1956	box 352	folder 41
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Muelder, M.E. Science and Arts, 1955-1956	box 352	folder 43
Munn, Clarence L. Athletic Director, 1955-1956	box 352	folder 44
Osgood, T.H. Graduate Studies, 1955-1956	box 352	folder 45
Munson, O.J., Architect, 1955-1956	box 352	folder 46
N1954-1955	box 352	folder 47
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P1955-1956	box 352	folder 49
RJanuary-May 1956	box 352	folder 50
Regional Poultry Lab, 1955	box 352	folder 51
Rosenbrook, C.A. Purchasing Agent, 1955-1956	box 352	folder 52
Ryder, John D. Engineering, 1955-1956	box 352	folder 53

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Sarvis, Lewis J. Architect, 1955-1956	box 352	folder 56
Scott, Leslie, 1955	box 352	folder 57
Sewage Disposal, 1956	box 352	folder 58
Simon, T.B. Construction Engineer, 1955-1956	box 352	folder 59
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Denison, James H. Public Relations, 1956	box 352	folder 72
E1956-1957	box 352	folder 73
Erickson, Clifford E. Education, 1957	box 352	folder 74
FSeptember 1956	box 352	folder 75
Flood Control, 1954-1956	box 352	folder 76
Foster, E.G. Dormitories and Food Services, 1956-1957	box 352	folder 77
G1956-1957	box 352	folder 78
H1956-1957	box 352	folder 79
Hamilton, T.H. Vice President Academic Affairs, 1956-1957	box 352	folder 80
Housing, 1956-1957	box 352	folder 81
Ice Arena, 1956-1957	box 352	folder 82
Ingham County Road Commission , 1956-1957	box 352	folder 83
Inventory	box 352	folder 84
J1956-1957		

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K1956-1957	box 352	folder 86
King, Tom H. Dean of Students, 1955-1956	box 352	folder 87
Kellogg Center, 1951-1956	box 352	folder 88
L1956-1957	box 352	folder 89
Lautner, Harold. Landscape, 1956-1957	box 352	folder 90
M1956-1957	box 352	folder 91
Manson and Carver, 1956-1957	box 352	folder 92
Michigan Press Association, 1957	box 352	folder 93
Military, 1956	box 352	folder 94
Miller, Paul A. Director Extension, 1956	box 352	folder 95
Muelder, M.E. Science and Arts, 1956-1957	box 352	folder 96
Munn, C.L. Director Athletics, 1956-1957	box 352	folder 97
Out of State Fees, 1956-1957	box 352	folder 98
O1956-1957	box 352	folder 99
P1956-1957	box 352	folder 100
Public Safety, 1956-1957	box 352	folder 101
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Research Poultry Laboratory, 1957	box 352	folder 103
Ross, Donald. Supervising Architect, 1956-1957	box 352	folder 104
Ryder, John D. Engineering, 1956-1957	box 352	folder 105
S1956-1957	box 352	folder 106
Sabine, Gordon. Communication Arts, January 1967	box 352	folder 107
Sarvis, Lewis. Architect, 1956-1957	box 352	folder 108
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Simon, T.B. Buildings and Utilities

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Treasurer, 1956-1957	box 353	folder 3
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Turk, L.M. Agricultural Experiment Station, 1956-1957	box 353	folder 5
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V1956-1957	box 353	folder 7
Varner, D.B. Vice President for Continuing Education, 1956-1957	box 353	folder 8
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Akers, Forest H. Board Member, 1957-1958	box 353	folder 10
Angell, Robert D. Purchasing Agent, 1957-1958	box 353	folder 11
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B1958	box 353	folder 13
Bernitt, Richard. Fire Inspector, 1957-1958	box 353	folder 14
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Combs, William. University Services, 1957-1958	box 353	folder 19
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Cowden, Thomas K. Agriculture, 1957-1958	box 353	folder 21
D1957-1958	box 353	folder 22
Dahnke, Harold. Space Utilization and Assignment, 1958	box 353	folder 23
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East Lansing Golden Anniversary Commission, 1957	box 353	folder 26
Erickson, Claud. Conservation Engineer, 1957-1958	box 353	folder 27
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Grand Trunk Railroad, 1958	box 353	folder 34
H1958	box 353	folder 35
Hamilton, T.H. Vice President for Academic Affairs, 1958	box 353	folder 36
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Ingham County Road Commission, 1957-1958	box 353	folder 38
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King, Thomas. Dean of Students, 1957	box 353	folder 44
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Munn, C.L. Director Athletics, 1957-1958	box 353	folder 53
O.J. Munson, Architects, 1957	box 353	folder 54
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Out of State Fees, 1957-1958	box 353	folder 56-58
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Ross, Donald. Supervising Architect, 1957-1958	box 353	folder 63
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S1957-1958	box 353	folder 65
Sabine, Gordon. Communication Arts, June 1958	box 353	folder 66
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Simon, Theodore. Buildings and Utilities

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Turk, L.M. Agricultural Experiment Station, 1957-1958	box 353	folder 78
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Affirmative Action- Statement by MSU before the Special Committee of the Michigan House of Representatives, 1979	box 2317	folder 2
Academic Officers -- All University Search & Selection Committee for Chief Academic Officers/ Taylor Committee Report, 1969-1979	box 2317	folder 3

Athletics [Title IX, Stadium Boxes, Complimentary Ticket Committee Report, Admission of athletes, BOT- Athletic Council relationship], 1976-1979	box 2317	folder 4
Athletics [Title IX, Stadium Boxes, Complimentary Ticket Committee Report, Admission of athletes, BOT- Athletic Council relationship], 1979-1980	box 2317	folder 5
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Union Agreement between MSU & Lodge 141, Fraternal Order of Police MSU Division (FOP), 1971-1981	box 2319	folder 8
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Ordinances, 1992	box 920	folder 81
Ordinances, 1996	box 920	folder 82
Board of Trustees Index, 1945-1965	box 2319	folder 19
Presidential Search and Selection, 1977-1979	box 2319	folder 20

Newspaper clippings about the Board of Trustees, 1972-1978	box 2319	folder 21-22
Circulars from A. M. Brown, secretary of the State Board of Agriculture, 1914-1921	box 2319	folder 23
President Peter McPherson Correspondence (Board of Trustees' Copy), 2001-06-2002-04	box 2319	folder 24
President Peter McPherson Correspondence (Board of Trustees' Copy), 2002-05-2002-12	box 2319	folder 25
President Peter McPherson Correspondence (Board of Trustees' Copy), 2003-01-2004-08	box 2319	folder 26

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ANNUAL REPORTS

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Photographs

Board of Trustees, 1991

Scope and Contents

A group photograph of the 1991 Board of Trustees at a retreat in Harbor Springs. L-R front: vice chairperson Dean Pridgeon, chairperson Thomas Reed, Dolores Cook, Melanie Reinhold and L-R Back: Joel Ferguson,

John d. (Jack) Shingleton, Barbara J. Sawyer, and Robert E. Weiss. All members of this board were MSU Alumni. Photograph taken by President John DiBaggio. (See Alumni Magazine Fall 1991 page 4.)

OVERSIZED MATERIAL

Title/Description	Instances	
Certificate Appointing Ira H. Butterfield Postmaster of the Agriculture College, 1897-1898	box 5701	folder 4

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ELECTRONIC RESOURCES

Title/Description	Instances
Deans, Directors, and Chairs Memos	
Trustees and Search Committee Announcements, 2009-2013	
Announcements; Security and Fire prevention Report, 2014	
Internal Audit leadership appointment; Annual Security and Fire Safety Report, 2015	
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