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Trinity College Board of Trustees Records Finding Aid

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Trinity College (Hartford, Conn.) Board of Trustees records--RG1.01

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Watkinson Library--Trinity College Archives

Watkinson Library
300 Summit St.
Hartford, CT 06106

URL: <http://www.trincoll.edu/LITC/Watkinson/Pages/default.aspx>

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Summary Information

Repository:	Watkinson Library--Trinity College Archives
Creator:	Trinity College (Hartford, Conn)--Board of Trustees
Title:	Trinity College (Hartford, Conn.). Board of Trustees records
ID:	RG1.01
Date [inclusive]:	1823-1988
Physical Description:	8.25 Linear Feet In 24 bound volumes, 10 folders, 5 boxes, 3 microfilm reels
Language of the Material:	English
Abstract:	The Trinity College Board of Trustees was created in 1823 in conjunction with the founding of the college. The collection contains all records concerning the board including meeting minutes, committee reports, and correspondences.

Preferred Citation

Board of Trustees records, RG1.01, Trinity College Archives, Trinity College, Hartford, CT, USA

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Biographical / Historical

The Washington (Trinity) College Board of Trustees was established in 1823 alongside the founding of the college. The Board is responsible for the final approval of decisions regarding finances, appointments to the Board of Trustees, Fellows, and Board committees, Faculty, Staff, and Presidency, adopting and eliminating by-laws, ordinances, policies and curricula, changes to buildings and grounds, and conferring degrees and honorary degrees.

In May, 1823, the Board drafted the Washington College Charter and held its first meeting on July 8, 1823 in Middletown, Conn. Washington College, the second college established in Connecticut, opened in September, 1824. Subsequent meetings of the Board were held once or twice a year, during which it conferred with the President, Librarian, faculty, and other boards and committees. The Trustees resolved to expand their number from 20 to 24 in 1837.

In 1845, the Board voted to change the name of Washington to Trinity College. The Trustees also wrote the Board of Fellows Charter, which included six nominated Trustees and six Alumni, to report on the Library, Cabinet, and Chapel, and act as examiners of the college. During this time, the Trustees were sometimes called "The Corporation." The Trustees wrote the Statutes of Trinity College in 1857. In 1864, the Trustees created the Executive and Finance Committees to oversee decisions regarding funds and create budgets. These committees were abolished in 1866 and duties replaced by the Resident Board, comprised of members of local Trustees-in-residence and the President. In 1875, the Executive and Finance committees were re-established.

In 1872, the Trustees accepted the City of Hartford's offer to purchase the Capitol Hill campus and within five years moved to the Gallows Hill/Summit Street campus in Hartford. Alumni began to serve as Trustees in 1883, after requests for representation from the Alumni Association, previously called the House of Convocation. In subsequent years, particularly the 1920s-60s, the Trustees made frequent amendments to the Charter, changed policies and curriculum, introduced coeducation, and adopted a mission statement. The 1960s-70s was also a time of change for Trustee membership terms and conditions in order to create more turnaround. In 1974, Mrs. Virginia Gray and Mrs. James G. Lowenstein were the first women admitted to the board and in 1979, Emily Holcombe Sullivan '74 became the first alumna Trustee.

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Scope and Contents

The Trinity College Board of Trustees records include minutes, reports, correspondence, and publications of the Board of Trustees, 1823-1987, Executive and Finance Committees, 1864-1988. Minutes list the date, time, place, and those present at the meeting. Some of the minutes have notes in the margins regarding the subjects discussed. Later minutes, 1950s and forward, are grouped by subject heading, not a chronological procession of the meeting. The Trustees minutes include the College Petition, Charter, Statutes, and charters for the Board of Fellows and other committees, along with amendments to the above, resolutions of the Trustees, reports from other committees, boards, departments, and faculty, as well as lists of conferred degrees. A Catalogue of Trustees is included in the first volume and lists members from 1823 to 1881. Later volumes include indexes, yearly budgets, and lists of standing committees and their members.

Trustees correspondences, 1825-1948, between themselves and faculty and students are also included as a separate series, along with reports from Trustees committees, 1831-1928.

Minutes of the Executive and Finance Committees include lists of bills, salaries, stocks, bonds, loans, and expenses of the college, including fiscal year budgets. From 1866 to 1875, the committees were abolished and replaced with the Resident Board. After 1883, the minutes include the nomination of Alumni Trustees. The Executive and Finance Committee minutes are both present as separate entries starting in 1901 and labeled with a header. The Finance Committee began recording its minutes in separate volumes from the Executive Committee in 1952 and was re-named the Investment Committee. Its name changed back to Finance Committee in 1974. The Trustees minutes are thorough and complete

from the first meeting in 1823 through 1987. The Executive and Finance Committees' minutes include a gap from 1877 to 1884 but are otherwise complete from 1864 to 1988. The Trustees records also include miscellaneous circulars and statements, published by them and distributed among the college and alumni body.

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Arrangement

The collection is arranged by series, then in chronological order.

Series 1: Trinity College Board of Trustees minutes, 1823-1987

Series 2: Trinity College Board of Trustees correspondences, 1825-1948

Series 3: Trinity College Executive Committee minutes, 1864-1988

Series 4: Trinity College Finance Committee minutes, 1844-1985

Series 5: Reports of Early Trustee Committees, 1831-1928

Series 6: Circulars, Statements, and other Miscellanea, 1860-1946

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Administrative Information

Publication Statement

Watkinson Library--Trinity College Archives

Watkinson Library
300 Summit St.
Hartford, CT 06106

URL: <http://www.trincoll.edu/LITC/Watkinson/Pages/default.aspx>

Conditions Governing Access

Records are restricted for 50 years after date of creation. See Watkinson Library staff for access.

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Controlled Access Headings

- Trinity College (Hartford, Conn.)--Administration.
- Trinity College (Hartford, Conn.)--Presidents.
- Trinity College (Hartford, Conn.)--Faculty.
- Trinity College (Hartford, Conn.)--Curricula.
- Trinity College (Hartford, Conn.)--Board of Trustees

Collection Inventory

Series 1: Trinity College. Board of Trustees minutes, 1823-1987

Physical Description: 3 Linear Feet In 11 bound volumes, 1 box, 3 microfilm reels

Controlled Access Headings:

- Trinity College (Hartford, Conn)--Board of Trustees

Extracts from the Record, 1823-1908

Scope and Contents

Contains exact, typed copies of early Trustees minutes (first two volumes), grouped by subject: Change of College Site, General Funds, Policy of the College, and Miscellaneous. The copies include reference to the volume and page number.

Volume 1, 1823-1887

Scope and Contents

Includes Petition to the Legislature, Washington College Charter, charter for the Board of Fellows, Statutes of Trinity College, and Catalogue of Trustees.

Volume 2, 1888-1908

Scope and Contents

Includes Index and fiscal year (FY) budgets from 1901 onward.

Volume 3, 1908-1926

Scope and Contents

Includes Index and FY budgets

Volume 4, 1926-1937

Scope and Contents

Includes Index and FY Budget

Volume 5, 1938-1947

Scope and Contents

Includes Index and FY Budgets

Volume 6, 1948-1953

Scope and Contents

Includes Standing Committees List and FY Budgets.

Volume 7, 1953-1961

Scope and Contents

Includes Standing Committees List.

Volume 8, 1961-1967

Scope and Contents

Includes Standing Committees List.

Volume 9, 1967-1972

Scope and Contents

Includes Standing Committees List.

Volume 10, 1972-1978

Scope and Contents

Includes Standing Committees List

Volume 11, 1978-1987

Scope and Contents

Includes Standing Committees List for 1978 only.

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Series 2: Trinity College. Board of Trustees correspondences, 1825-1948

Physical Description: 1 Cubic Feet In 1 Box and 1 Folder

Scope and Contents

Folders contain correspondences between Trustees regarding election, resignation, and meetings, as well as letters to the Trustees regarding College affairs, requests, or decisions.

Correspondence between Trustees, 1825-1902

Scope and Contents

Contains letters pertaining to appointments and resignations of Trusteeship, as well as responses regarding meeting dates and times.

Correspondence from Students and Faculty, 1840-1948

Scope and Contents

Contains letters to the Trustees from students and faculty regarding groups, concerns, and requests.

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Series 3: Trinity College. Executive Committee minutes, 1864-1988

Physical Description: 1.75 Linear Feet In 9 Bound Volumes

Title/Description	Instances
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Volume 1, 1864-1875

Scope and Contents

Includes meetings of the Resident Board (1866 - 1875), which replaced the Executive and Finance Committees. The notebook only contains a few entries; most of it is empty.

Volume 2, 1875-1879

Scope and Contents

Includes only a few meetings and the rest of the book is empty; includes one note with meetings in 1879.

Volume 3, 1884-1923

Scope and Contents

Includes Index and Finance Committee Minutes. Records from 1877 to 1884 are missing.

Volume 4, 1923-1942

Scope and Contents

Includes Finance Committee Minutes

Volume 5, 1942-1955

Scope and Contents

Includes Finance Committee Minutes.

Volume 6, 1956-1966

Scope and Contents

Includes Finance Committee Minutes.

Volume 7, 1966-1974

Scope and Contents

Includes Finance Committee Minutes.

Volume 8, 1974-1981

Scope and Contents

Includes Finance Committee Minutes.

Volume 9, 1981-1988

Scope and Contents

Includes Finance Committee Minutes.

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Physical Description: 2.1 Linear Feet In 1 Folder and 9 Bound Volumes

Controlled Access Headings:

- Trinity College (Hartford, Conn)--Board of Trustees

Title/Description

Instances

Folder 1, 1844-1899

Scope and Contents

Contains early financial reports from 1844 to 1876, and 3 copies of a printed "confidential" official financial report from 1899.

Volume 1, 1864-1875

Scope and Contents

Contains minutes of the Executive and Finance Committees. These committees were abolished in 1866 and renamed the Resident Board.

Volume 2, 1875-1877

Scope and Contents

Contains minutes of the Executive Committee. The Finance Committee was not re-formed yet, but duties taken over by the Executive Committee.

Volume 3, 1884-1923

Scope and Contents

Finance Committee re-formed in 1903. Contains Finance and Executive Committee minutes.

Volume 4, 1923-1942

Scope and Contents

Contains minutes of the Executive and Finance Committees.

Volume 5, 1942-1955

Scope and Contents

Contains minutes of the Executive Committee and Finance committee through 1952.

Volume 6, 1952-1964

Scope and Contents

Contains Finance Committee minutes (renamed Investment Committee).

Volume 7, 1964-1974

Scope and Contents

Contains minutes of the Finance Committee (renamed Investment Committee).

Volume 8, 1974-1979

Scope and Contents

Contains minutes of the Finance Committee.

Volume 9, 1980-1985

Scope and Contents

Contains minutes of the Finance Committee.

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Series 5: Reports of Early Trustee Committees, 1831-1928

Physical Description: .5 Linear Feet In 2 Folders

Scope and Contents

Contains reports from the earliest of the Trustees' committees on specific subjects.

Committee on Examinations, 1831-1843

Scope and Contents

Reports from committee members to the Trustees during observation of annual examinations.

Committee on Professorships, 1840

Scope and Contents

Report of the Committee concerned with the vacancy of Professorships and Tutorships.

Library Committee, 1845-1886

Scope and Contents

Contains reports of the Committee overseeing the condition of the College Library.

Board of Fellows Committee, 1845

Scope and Contents

Includes reports regarding the creation and statutes of a Board of Fellows.

Committee on the President, 1852-1863

Scope and Contents

Contains reports concerning appointment and reports of the Presidents.

Committee on Professor Pynchon, 1855

Scope and Contents

Report and Resolution regarding Professor Pynchon's communication and requests for leave of absence/salary.

Committee on Salaries

Scope and Contents

Report of Committee on salaries and their decisions as to what to pay the President, Professors, and Librarian

Committee on Professor Niles' Resignation, 1870

Scope and Contents

Report of committee regarding professor Niles' resignation.

Committee on Alumni Representation, 1881

Scope and Contents

Contains reports of the Committee on Alumni Representation and conferral with the House of Convocation.

Committee on the Revision of the Course of Instruction, 1885

Scope and Contents

Printed report regarding the revision of academic calendar and course requirements for each year.

Committee to Revise Board of Trustees Charter and Statutes, 1884

Scope and Contents

Report on the committee appointed to revise the Statutes, by-laws, standing rules, and to prepare circulating copies of the Charter and amended statutes and by-laws.

Committee on Secretary Funds, 1886

Scope and Contents

Report of the Committee on whether or not the appropriated sum for the Treasurer's office is sufficient.

Committee on Holland Scholarships, 1895

Scope and Contents

Includes resolution and adopted regulations of the creation of three scholarships to be called the Holland Scholarships.

Committee Regarding College Endowment, 1906

Scope and Contents

Minutes of a meeting of the Committee of the Trustees for the raising of endowment funds.

Joint Committee of Board of Trustees and Fellows , 1916-1928

Scope and Contents

Includes report of the Joint Committee and lengthy history of the joint committee in a separate document.

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Series 6: Circulars, Statements, and other Miscellanea, 1860-1946

Physical Description: .5 Linear Feet In 6 folders

Scope and Contents

Includes pamphlet ca. 1860 of the argument of Towle and Owen representing Board of Trustees, appellate, vs. City of Hartford, appellee, circulars for Trustee nomination (1883-1912), undated regulations regarding alumni grants-in-aid, statements to alumni (1883-1903), and evaluations of the college and correspondence regarding joint committee on education (1940-46).

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