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## Guide to AC020 - Records of the Board of Trustees

Jona Whipple

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## Records of the Board of Trustees, 1936-1970

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### Overview of the Collection

<b>Creator:</b>	IIT Chicago-Kent College of Law, Board of Trustees
<b>Title:</b>	Records of the Board of Trustees
<b>Inclusive Dates:</b>	1936-1970
<b>Identification:</b>	AC.020
<b>Accessions:</b>	None
<b>Extent:</b>	2.92 linear feet (7 boxes)
<b>Location:</b>	Room 985, shelves 6B-6C
<b>Processor:</b>	Jona Whipple, January 2014
<b>Repository:</b>	The IIT Chicago-Kent College of Law Archives, 565 W Adams St., Chicago IL 60661
<b>Preferred Citation:</b>	[Description of item], Records of the Board of Trustees, (AC.020). IIT Chicago-Kent College of Law Archives, Chicago, Illinois.

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### History

The Chicago-Kent College of Law Board of Trustees was responsible for financial management and the overarching policies that guided the trajectory of the university. By 1936, the earliest of records in existence, 5 trustee members were elected annually. Duties remained the same over time with the exception of increased committee activity in later years, beginning in the late 1950s. At some point between the years of 1954 and 1958, records of meeting minutes indicate a change in name from Board of Trustees to Board of Trustees, Directors and Members, and an increase in the number of board members. In 1969, following the merger of IIT and Chicago-Kent, the Board of Trustees was dissolved in favor of the IIT Board of Trustees, and the Advisory Board of the IIT Chicago-Kent College of Law was formed by former Trustees at an organizational meeting on September 8, 1969.

Members of the 1936 Board of Trustees were Webster H. Burke, Charles H. Jackson, William A. Grover, William F. Conlon, and Guy Guernsey.

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### Scope and Contents

Minutes and records of the Law School Board of Trustees. Topics of particular importance in the minutes of the Board of Trustees are early land purchases and sales, original copies of quit claim deeds, rental agreements, Chicago-Kent's participation in "vocational rehabilitation training" for World War II veterans, relocation between buildings (including funding and remodeling efforts), curriculum planning, and teaching contracts.

Bound Volume 9 includes minutes of the Board of Trustees, Directors and Members ending with minutes of the August 18, 1969 meeting, continuing with minutes of the September 8, 1969 meeting of the Advisory Board of the IIT Chicago-Kent College of Law.

Related collection(s): Records of the Advisory Board

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# The IIT Chicago-Kent College of Law Archives

## Restrictions

Staff only, requires authorization.

## Separations

Oversized items were removed and placed in Box 7.

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## Arrangement

The collection is arranged into 4 series:

- I. Meeting Minutes, 1936-1970
- II. Meeting Materials, 1958-1961
- III. Administrative Materials, 1951-1968

Each series is arranged chronologically where possible.

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## Container List

### Series I. Meeting Minutes, 1936-1970, 2.29 linear ft

Box	Folder		
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1	1	Bound Volume 1: Minutes 1936-1949, "Vol II"	1936
1	2	Loose items from Bound Volume 1 Handwritten note, "1961 form mailed to him", n.d. Handwritten note, "Resolved...", n.d. "Plan No. 1," n.d. Advertisement for 1954 Ford Crestline Sedans, n.d. Budget notes, Apr. 14, 1943 Letter from Guy Guernsey to William A. Grover, Sept. 22, 1944 Letter from Lang, Weise & Cella to Webster H. Burke, Dec. 27, 1946 Credit coupon, Goodbody & Co., Apr. 18, 1947 Handwritten note, "Call Ralph Burke," March 5, 1948 Booklet, "Requirements for Admission of Foreign Corporations," 1949 Letter (partial) from Robert H. McCormick to Webster H. Burke, June 15, 1949 Copy of meeting minutes, July 5, 1949 Letter from Theodore F. Bayer to trustees, with drafts, Oct. 24, 1949 <i>Law School News</i> , Vol. 5 No. 9, June 1952	1943-1952, n.d.



## The IIT Chicago-Kent College of Law Archives

Letter from Dean Zacharias to Webster H. Burke,  
schedule, teaching & classroom loads, July 9, 1952

2	1	Bound Volume 2: Minutes 1951-1954, "Vol IV"	1951
2	2	Loose items from Bound Volume 2 Advertisement, Commonwealth Boiler & Repair Co., n.d. Advertisement, Wilton Company, n.d. Letter from Burke, James & Burke to Edward J. Barrett, Secretary of State, Jan. 18, 1952 Memo to trustees from William A. Grover, Secretary, July 3, 1952 Agenda for November 3, 1952 meeting, 1952 Handwritten note, "Reminder," for Aug. 3, 1953 meeting, 1953 Notice of electrical inspection results, Sept. 18, 1953 Teaching contract: Fred Herzog, June 1, 1954 Constitution & By-Law Revision notes, July 2, 1956 Constitution & By-Laws Revised, July 2, 1956	1952-1956, n.d.
3	1	Bound Volume 3: Minutes Jan-Dec. 1958, "Volume 1"	1958
3	2	Bound Volume 4: Minutes Jan-Dec. 1959, "Volume 2"	1959
3	3	Loose items from Jan-Dec. 1959 Letter to faculty (partial copy), n.d. "Proposals Concerning Pensions or Other Retirement Benefits" (copy), Dean Zacharias, n.d. "Notes in Minutes Relating to LaSalle No. 1 Farm" (partial copy), n.d. Land deed (copy), Kendall County, 1959 Land deed (copy), LaSalle County, 1959 Land deed (copy), DeKalb County, 1959 Letter from Dean Zacharias, "Analysis of Degrees Awarded" (partial copy), Mar. 23, 1959 Letter from Dean Zacharias to trustees (copy), Mar. 31, 1959 "Opening of the Bids for the Remodeling of the Chicago-Kent College of Law Buildings at 10-12 N. Franklin Street" (copy), June 2, 1959	1959, n.d.
4	1	Bound Volume 5: Minutes Jan. 1962- July 1963 "Volume I"	1962
4	2	Bound Volume 6: Minutes July 1963-March 1965 "Volume II"	1963
5	1	Bound Volume 7: Minutes Apr 1965-Dec. 1966	



## The IIT Chicago-Kent College of Law Archives

		"Volume III"	1965
5	2	Bound Volume 8: Minutes Jan. 1967-June 1968 "Volume IV"	1967
5	3	Loose items from Bound Volume 8 Notes for incorporation to September 25, 1967 meeting, Sept. 28, 1967 General Current Fund for September 30, 1967 Letter from Wallace Evans to Lillian M. Ambrose, October 31, 1967	1967
6	1	Minutes Sept. 1967-June 1968	1967
6	2	Bound Volume 9: Minutes July 1968-Aug. 1970 "Volume V"	1968

### **Series II. Meeting Materials, 1958-1961, .42 linear ft**

6	3	Notes, undated	n.d.
6	4	Attendance register, 1958-1961	1958

### **Series III. Administrative Materials, 1951-1968, .21 linear ft**

6	5	"Report on Curriculum"	1951
6	6	Report on Examination for the Year Ended June 30, 1951	1951
6	7	Report on Examination for the Year Ended June 30, 1952	1952
6	8	Report on Examination for the Year Ended June 30, 1953	1953
6	9	"A Statement by the Trustees of Chicago-Kent College of Law"	1957
6	10	Certificate of Change of Registered Agent	1968
6	11	Accountants' Report for the Year Ended June 30, 1968	1968

### **Separations**

7	1	Report on Examination for the Year Ended June 30, 1951	1951
7	2	Report on Examination for the Year Ended June 30, 1952	1952
7	3	Report on Examination for the Year Ended June 30, 1953	1953