

**A Finding Aid for Administration Council's Records
RG 02.02.03
1954-1986**

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This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

Holy Family University Archives
Holy Family University Archives c/o Library
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Summary Information

Repository	Holy Family University Archives
Creator	Holy Family University (Philadelphia, Pa.). Administration Council.
Title	Administration Council records
Date	1954-1986
Extent	1.0 Linear feet (2 manuscript boxes)
Language	English
Language of Records	English
Abstract	<p>The Administration Council (formerly known as Administration Committee) was established in 1954 and continued until 1986. It was formed to act as the executive committee of the then College, and in this capacity it advised the President in formulating the official policies of the College; made recommendations regarding appointments, promotion, and dismissal of faculty members; and advised the President on all matters to be presented to the Board of Trustees.</p>

Preferred Citation

Preferred citation for this material is: [Identification of item], in Administration Council records, University Archives, Holy Family University.

History

The Administration Council was formed in 1954 and continued until 1986. From 1954 to June 1970, it was known as Administration Committee; thereafter, until the reorganization of the Council in 1986, it was known as Administration Council. It was formed to act as the executive committee of the University, and in this capacity it advised the President in formulating the official policies of the then College; made recommendations regarding appointments, promotion, and dismissal of faculty members; and advised the President on all matters to be presented to the Board of Trustees. The members of the first committee were Sister M. Neomisia Rutkowska, CSFN; Sister M. Florence Tumas, CSFN; Sister M. Aloysius Sabacinska, CSFN; and Sister M. Misaela (Florianne) Zacharewicz, CSFN. The institution's administrative structure was basic, and each committee member represented, almost singlehandedly, executive, academic, finance and enrollment, and student life functions, respectively, reflecting a small college in its early foundation. Throughout the 1960s, the committee enlarged slightly due to additional administrative areas being represented. By the 1980s, it had enlarged to include several administrative offices and departments. Finally, in 1986, the Administration Council discontinued pursuant reorganization.

Scope and Contents

Administration Council records span 32 years from Holy Family's founding in 1954 to 1986. They include minutes only - typed and signed originals with an occasional photocopy interspersed. A few sets from the 1970s and 1980s include some reading material with the minutes. Records for the Administration Council conclude in 1986.

Arrangement

These records are arranged chronologically.

Administrative Information

Publication Information

Holy Family University Archives

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Source of Acquisition

These records were transferred to the University Archives from the President's Office.

Controlled Access Headings

Corporate Name(s)

- Holy Family University (Philadelphia, Pa.).

Genre(s)

- minutes

Geographic Name(s)

- Pennsylvania
- Philadelphia

Subject(s)

- administration
- universities and colleges

Administration Committee minutes 1954-1970

Collection Inventory

Series 1 Administration Committee minutes 1954-1970

Administration Committee minutes June 19, 1954-June 14, 1960

Administration Committee minutes August 26, 1960-July 9, 1964

Administration Committee minutes August 30, 1964-May 28, 1970

Administration Council Minutes 1970-1986

Administration Council minutes August 3, 1970-June 14, 1974

Administration Council minutes August 16, 1974-May 19, 1978

Administration Council minutes August 2, 1978-May 8, 1981

Administration Council minutes August 21, 1981-May 6, 1983

Administration Council minutes September 9, 1983-May 17, 1985

Administration Council minutes August 23, 1985-April 23, 1986