

Finding Aids: Board of Trustees Collection



Creator: Huston-Tillotson College, Huston-Tillotson University

Title: *Report of the President to The Board of Trustees* Collection

Dates: 1960s-2019

Extent: Booklets (8.5”x11”), Three shelves

Abstract: *Report of the President to The Board of Trustees* is a report of the President and the Board of Trustees’ decision on the school budget, campus development, education plan, business affair, and meeting minutes. The reports were generated every half a year.

Location: The Huston-Tillotson University Archives Repository at Downs-Jones Library

Call Number: R-S-001

Language: English

Access: Open for research

Scopes and Contents:

The collection is booklet copies of the reports since 1960s, some are original. From 1960-1995 the reports were generated on each year’s March and October. Since 1996, the report has shifted to generate every May/June and November. Typically, a report consist of agenda, budget planning, meeting minutes, President’s report, meeting with serval committees include education committee, business affair committee, building & grounds committee, development committee.

Organization and Arrangement:



The collection is arranged chronologically and occupied three shelves at the repository. Some years' report has multiple copies. Due to the fragile nature, 1960s-1980s reports were held in protective cases, typically every five booklets in one case. There are extra copies of reports from 1988 to 1990s that are being placed nearby.

Restrictions and policy:

Conditions Governing Access-Advance notice required retrieval, contact repository for retrieval.

Some information might be sensitive and need to grant access permission for viewing.

Books are usually delicate, needed to be handled carefully.