

CRANBROOK

ARCHIVES

Cranbrook Educational Community, Assistant to the President

Records, 1970-1989

6.5 linear feet

Acquisition Number: 1990-20

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Processing: Carolyn Texley, February 1989 (inventory)
James M Luzenski, December 1990



History

The records of the Assistant to the President were created and maintained by Diane Shane Stupka, who held that position from June 1981 to December 1987. As part of her duties, she served as recording secretary to the Board of Trustees and special projects coordinator. These files were transferred by the President's Office to the Archives in 1990.

This collection covers the presidential terms of :

Arthur Kiendl (6 June 1973 - 4 December 1978)

Edward Lerchen (acting president - 4 December 1978 - 17 June 1980)

Dan M. Martin (17 June 1980 - 6 February 1984)

Lillian Bauder (acting president - 6 February 1984, president 31 October 1984 -)

The files contain information regarding the Board of Trustees and their committees, the different divisions of the Cranbrook Educational Community (CEC) and their committees, and other groups related to Cranbrook. Some items from the Cranbrook Foundation era (1927-73) are included, but the majority of the collection deals with the reorganization of the Cranbrook Foundation into the Cranbrook Educational Community and related governance and administrative issues from 1973 until 1988.

Scope and Content of Collection

The Cranbrook Educational Community, Assistant to the President Records contain correspondence, media and public relations materials, meeting minutes, and reports and studies dealing with the CEC. The collection has been arranged into three (3) series--BOARD OF TRUSTEES, CEC DIVISIONS, and GENERAL INFORMATION--based mainly on the folder heading divisions used by Diane Shane Stupka. Each series is organized to reflect the different committees or groups appropriate to particular CEC divisions. In addition, an Index is provided.

The BOARD OF TRUSTEES series deals with the duties, administrative/governance issues and concerns, and committees of the Board. The series includes correspondence, meeting minutes, proposals, studies, reports, and other materials.

The CEC DIVISIONS series contains materials sent from or pertaining to the divisions of the CEC and their administration and Boards of Trustees or Governors. The series includes correspondence, meeting minutes, reports, studies, and other related items.

The GENERAL INFORMATION series contains informational files kept by Diane Shane Stupka. These files deal with various Cranbrook-related events and issues that did not necessarily involve the Board of Trustees or the CEC institutions. This series contains reports and studies, agendas, minutes, correspondence, and brochures.

Related Collections

Researchers interested in collections related to this one should consult the following:

Cranbrook Educational Community, Board of Trustees
Cranbrook House and Garden Auxiliary

Acc'n # 1990-03
Acc'n # 1995-11

Box Number--Description

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- 1-2. Administration & governance documents (1980's).
3. Agreement for Cranbrook Reorganization (1973).
4. Articles of Incorporation & By-Laws; correspondence (1974, 1977-79, 1984).
5. Articles of Incorporation & By-Laws; correspondence (1985-86).
6. Articles of Incorporation; amendments & revisions (1973-86).
7. Articles of Incorporation & By-Laws; reports & studies (1977, 1984).
8. Articles of Incorporation & By-Laws; Christ Church Cranbrook resolutions (21 May 1973).
9. Board Member Directory (May 1974).
10. Board Member Directory; correspondence, drafts & worksheets (1980).
11. Board Member Directory; correspondence, drafts & worksheets (1981).
12. Board Member Directory (May 1981).
13. Board Member Directory; correspondence, drafts & worksheets (1982).
14. Board Member Directory; correspondence, drafts & worksheets (1983).
15. Board Member Directory; correspondence, drafts & worksheets (1984).
16. Board Member Directory; correspondence & worksheets (1985).
17. Board Member Directory; correspondence, draft & worksheets (1986).
18. By-Laws; amendments & revisions (1970's).
19. By-Laws; amendments & revisions (1980's).
20. By-Laws & revisions; CAA; correspondence & drafts (1977-85).
21. By-Laws & revisions; CIS; correspondence & drafts (1974-83).
22. By-Laws & revisions; CKS; correspondence & drafts (?, 1980, 1985).
23. CEC Annual Report & Honor Roll (1980-81).
24. CEC Operating Plan; Duties & Responsibilities; correspondence, interdepartmental mail & reports (1977).
25. Common Fund; proposal & portfolio (1986).
26. correspondence & interdepartmental mail (1972, 1974, 1977-78).
27. correspondence & interdepartmental mail (1979-81).
28. correspondence & interdepartmental mail (1982-83).
29. correspondence, interdepartmental mail & reports (1984).
30. correspondence & interdepartmental mail (1985).
31. correspondence & interdepartmental mail (1986).
32. correspondence & interdepartmental mail (1987).
33. Development & PR; Organizational Plan (c. 1984).
34. Evening News Association (ENA); correspondence, memos & news articles (Jan-Aug 1985 & previous).
35. ENA stock sale; correspondence, memos & news articles (Sep 1985 - Jan 1986).
36. Governance & Reorganization; plans & programs (1969, 1974-79).

37. Review of the Organizational Arrangement of the Cranbrook Institutions; Heald, Hobson & Assoc. (Jun 1969).
38. Presidents Annual Report (28 Jun 1976).
39. Presidents Annual Report ;draft copy (1987).
40. Price/Waterhouse; financial statements (1982,84).
41. Price/Waterhouse; financial statement (1985).
42. Reproduction of Art Objects; correspondence, legal papers & reports (1984-86).
43. Scudder, Stevens & Clark; correspondence (Jan - Sep 1979).
44. Scudder, Stevens & Clark; correspondence (Oct - Dec 1979).
45. Scudder, Stevens & Clark; correspondence (Jan-Mar 1980).
46. Scudder, Stevens & Clark; correspondence (Apr-Jun 1980, 1981).
47. Scudder, Stevens & Clark; Deferred Maintenance; correspondence (1979-81).
48. Scudder, Stevens & Clark; Irving Trust Co.; Deferred Maintenance; correspondence (1976-81).
49. Scudder, Stevens & Clark; Deferred Maintenance statements (1980-81).
50. Scudder, Stevens & Clark; financial statements (1979).
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2. Semerad Associates Inc.; Cranbrook Institute for Policy Studies: A Planning Prospectus (7 May 1981).
3. Signature Cards; related materials (1976-80).
4. Trustees & Committees; member lists (1978-79, 1981-87).
- 5-6. Trustee Manual & Directory; worksheets & drafts (c. 1981).
7. Trustee Manual (1985-86).
8. Trustee Manual; correspondence & manual (1986-87).
9. Trustee Manual (1987-88).
- 10-11. Trustee Manual (1990-91).
12. Administration & Governance Comm.; correspondence & reports (1972, 75, 77).
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15. Administrative Council; meeting related materials (Jun - Sep 1984).
16. Administrative Council; meeting related materials (Sep - Nov 1984).
17. Administrative Council; meeting related materials (Jan - Feb 1985).
18. Administrative Council; meeting related materials (Apr - Jul 1985).
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22. Administrative Council; meeting related materials (Dec 1985 - Apr 1986).
23. Administrative Council; meeting related materials (May - Sep 1986).
24. Administrative Council; meeting related materials (Nov - Dec 1986).

25. Administrative Council; meeting related materials (Jan - Feb 1987).
26. Administrative Council; meeting agenda & related materials (18 Feb 1987).
27. Administrative Council; meeting agenda & related materials (1 Apr 1987).
28. Building & Grounds Comm.; statement of purpose & related documents (c. 1970's - 80's).
29. Building & Grounds Comm.; correspondence, reports & related materials (1981-83).
30. Building & Grounds; financial statements & reports (10 May 1983).
31. Committees; general information (1981-86).
32. Compensation Comm.; correspondence, meeting minutes & mission statement (1984-86).
33. Cultural Properties Comm.; organization & responsibilities documents (1973-85).
34. Cultural Properties Comm.; correspondence, meeting minutes & reports (1982-86).
35. Development Comm.; annual report (1981-82).
36. Development Comm.; correspondence, financial reports & related materials (Sep 1981 - May 1983).
37. Development Comm.; correspondence, financial reports & related materials (Jun 1983 - May 1986).
38. Executive Comm.; correspondence (1973-76).
39. Executive Comm.; correspondence & reports (1978).
40. Executive Comm.; member list & related documents (1986-87).
41. Executive Comm.; SCUUL proposal (20 Feb 1987).
42. Finance Comm.; articles & reports (1976-77, 1979, 1981-84).
43. Finance Comm.; budgets (1980-82).
44. Finance Comm.; correspondence & financial statements (1973-81).
45. Finance Comm.; correspondence (1982-83).
46. Finance Comm.; correspondence (1984-85).
47. Finance Comm.; Chart of Accounts Format (Aug-Sep 1984).
48. Finance Comm.; Manufacturers National Bank ; correspondence (1979-81).

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1. Finance Comm.; Manufacturers National Bank; financial statements 1980-81).
2. Finance Comm.; Manufacturers National Bank; presentation to CEC Investment Comm. (13 Jun 1986).
3. Finance Comm.; National Bank of Detroit; annual report, common fund & pooled income fund materials (1980).
4. Finance Comm.; National Bank of Detroit; correspondence (1979).
5. Finance Comm.; National Bank of Detroit; correspondence (1980-81).
6. Finance Comm.; National Bank of Detroit; financial statements (1980).
7. Finance Comm.; National Bank of Detroit; financial statements (1981).
8. Finance Comm.; Scudder, Stevens & Clark Investment Portfolio (1982).

9. Finance Comm.; Scudder, Stevens & Clark Investment Portfolio (17 May 1983).
10. Finance Comm.; Scudder, Stevens & Clark Investment Portfolio (15 May 1984).
11. Independent Comm. on Admissions Policies in Cranbrook School; report & related materials (1984-85).
12. Long Range Planning Comm.; correspondence & interdepartmental mail (Nov 1984 - Aug 1986).
13. Long Range Planning Comm.; 5 Year Financial Forecast (12 Sep 1985).
14. Nominating Comm.; correspondence, meeting minutes & related materials (1980, 1986).
15. Organization/Structure Comm.; correspondence, interdepartmental mail & reports (1969, 1977, 1983).
16. Organization/Structure Comm.; correspondence, interdepartmental mail & reports (1984).

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17. CAA; Academy Handbook (Mar 1979).
18. CAA; Annual & Comm. meeting minutes (1975-83).
19. CAA; Annual Report & related materials (May 1980).
20. CAA; Board of Governors; meeting minutes & related materials (1981).
21. CAA; Board of Governors; meeting minutes & related materials (Aug 1973 - Dec 1974).
22. CAA; Board of Governors; meeting minutes & related materials (Apr 1975 - Dec 1976).
23. CAA; Board of Governors; meeting minutes (1975).
24. CAA; Board of Governors; meeting minutes & related materials (1976).
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34. CAA; Board of Governors; meeting minutes & related materials (1987).
35. CAA; Board of Trustees; meeting minutes (1972-73).
36. CAA; By-Laws (26 Jun 1973).
37. CAA; By-Laws & revisions (1974-76).
38. CAA; correspondence & interdepartmental mail (1978-79).
39. CAA; correspondence & interdepartmental mail (1980-86).
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42. CAA; Educational Policies Analysis-Eliel Saarinen (12 Jan 1942).
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44. CAA; Governors Space Study (1984).
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46. CAA; Institutional Data Annual Report (1980-81, 1981-82).
47. CAA; Institutional Data Annual Report (1982-83).
48. CAA; Institutional Data Annual Report (1983-84).
49. CAA; Institutional Data Annual Report (1985-86).
50. CAA; Long Range Planning Report & correspondence (Jan 1985).
51. CAA; Members meeting minutes (1978-86).
52. CAA; The Cranbrook Academy of Art Museum: A Brief Introduction-Gayle Brookfield (25 Nov 1980).
53. CAA; Museum Operational Guidelines; correspondence & reference (1980-81).

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1. CAA; NASAD Accreditation; correspondence & background information (1979-86).
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5. CAA; Presidential Annual Reports (1980-82).
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7. CAA; public relations materials & press releases (1980-86).
8. CAA; President; correspondence, resume & vitae (1977).
9. CAA; studio renovation & expansion 1976-1986 (11 Apr 1986).
10. CIS; Board of Governors & Members; meeting minutes & related materials (Jun 1980-82).
11. CIS; Board of Governors, Executive Comm. & Members; meeting minutes & related materials (Mar 1983 - Sep 1987).
12. CIS; By-Laws (1983).
13. CIS; Facility Program Report; Hellmuth, Obata & Kassabaum (Aug 1984).
14. CIS; Institutional Plan; Bentz, Whaley, Flessner & Associates, Inc. (Mar 1985).
15. CIS; Public Relations; press releases & coverage (1982-83).
16. CIS; Public Relations; press releases & coverage (1984-85).
17. CIS; Renovation/New Wing Project; background & studies (1981-85).
18. CKS; Ad-Hoc Comm.'s; correspondence & reports (1975-81).
19. CKS; Admissions Comm.; correspondence & meeting minutes (1977, 1979-80).
20. CKS; Board of Governors; Performing Arts Facility Report (7 Jan 1983).
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22. CKS; Brookside School Board of Governors; correspondence, reports & related materials (1971-82).
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28. CKS; Cranbrook/Kingswood reorganization; correspondence & reports (1984).
29. CKS; Cranbrook School Comm.; correspondence, reports & related materials (1971-82).
30. CKS; Cranbrook School Comm.; meeting minutes (1971-82).
31. CKS; Development/Goals Comm.; correspondence, meeting minutes & reports (1977-81).
32. CKS; Education Comm.; correspondence & meeting minutes (1979-82).
33. CKS; Executive Comm.; correspondence & reports (1973-75).
34. CKS; Executive Comm.; correspondence & reports (1976-79).
35. CKS; Executive Comm.; meeting minutes & reports (1975-82).
36. CKS; The Great Restoration; correspondence & booklet (1980-?0).
37. CKS; Finance Comm.; meeting agendas & minutes (1971-73).
38. CKS; Horizons Upward Bound (HUB) Program; correspondence, grant proposal & press releases (1982-85).
39. CKS; HUB program; correspondence, press releases & reports (1985-86).
40. CKS; Kingswood School Comm.; correspondence, reports & related materials (1970-82).
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45. CKS; Public Relations; press releases & coverage (1982-84).
46. CKS; Public Relations; school brochures & curriculum (1984-85).
47. CKS; Reorganization Articles of Incorporation, By-Laws & related materials (1973-74).
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49. CKS; Vaughan School Acquisition; correspondence & reports (May 1979 - Apr 1980).
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5. Administrative Council; meeting agendas & minutes (17 Jul 1984 - 26 Feb 1985).
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10. Administrative Council; correspondence & interdepartmental mail (Jun 1985 - Mar 1987).
11. Administrative Heads/Management Comm.; correspondence (Sep 1980 - Apr 1982).
12. Administrative Heads/Management Comm.; meeting agendas & minutes (1980-81).
13. AIA House Tour; correspondence & brochure (Apr-Oct 1982).
14. Alumnae in Residence Program; correspondence & related materials (Feb-Nov 1987).
15. American Artist Series; correspondence & related materials (1982-84).
16. Annual & Development Reports (1978-81, 1982-83).
17. Apollo Loan/Bloomfield Hills 50th Anniversary; correspondence (Aug, Nov 1982).
18. Arboretum Symposium; correspondence & reports (1968, 1980-82).
19. architectural repairs & renovations; policies & procedures (n.d.).
20. Association of Independent Michigan Schools (AIMS) Workshop; correspondence & related materials (May-Nov 1982).
21. Margaret Ayers Host Fund; correspondence (Jun-Aug 1987).
22. Henry S Booth birthday celebrations; correspondence, memo's & related materials (Jun-Aug 1987).
23. CEC; event calendars (1981-84, 1987).
24. Case Conference on Organizational Change; correspondence & related materials (1986).
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26. Central Staff Budgets (1976-80).
27. Changes & choices in the American Family lecture; correspondence & lecture copy (Mar 1984).
28. Christ Church Cranbrook; correspondence & related materials (1973, 1982-84).
29. Cranbrook Flags; correspondence (1982-83).
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35. Cranbrook House & Gardens Auxiliary; correspondence & rental information (1981-82, 1988).
36. Cranbrook Identification Program; correspondence & related materials (1972, 1981-85).
37. Cranbrook Institute for Policy Studies; Semerad report (7 May 1981).
38. Cranbrook Living Arboretum; Johnson report & notes (Mar 1982).
39. Cranbrook Music Guild; correspondence & related materials (1974, 1976, 1981-87).
40. Cranbrook Plan/Blue Sky Long Range Plan; correspondence, reports & related materials (1980-84).
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42. Cranbrook PM; In Celebration of Women; correspondence & lecture papers (Mar 1987).
43. The Cranbrook Vision:A Community Perspective; correspondence & distribution lists (Jan, Jun 1987).
44. Cranbrook Writers Guild; correspondence & related materials (1976, 1982-87).
45. Detroit Lions 50th Anniversary Luncheon; correspondence & related materials (Aug-Oct 1985).
46. Divisional resource information & special projects; correspondence, memos & reports (1979, 1980-87).
47. elitism & education; related materials (1985).
48. Employee Benefit Program; correspondence, reports & related materials (1977-78, 1980-85).
49. employee picnics; related materials (1982-86).
50. Energy Conservation Program; Hoyem Report (1976).
51. Environmental Scan Report; United Foundation (Aug 1982).
52. Evening News Association; correspondence, financial reports & related materials (1974, 1979-83, 1985-86).
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11. Historical information; Cranbrook Institutions.
12. Institute for Advanced Pastoral Studies; correspondence & related materials (1973, 1980, 1983-84).
13. Insurance coverage; correspondence & related materials (1978-80, 1982-83).
14. Investment objectives & guidelines; correspondence & reports (1979-80).
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26. Master Plan Document; correspondence, draft copies & related materials (Oct-Nov 1986).
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28. Master Planning Services; Hellmuth, Obata & Kassabaum, Inc.; correspondence & reports (1984-85).
29. Miscellaneous Quotations.
30. National Register of Historic Places; correspondence & information (1973).
31. Northern Access; correspondence, meeting minutes & reports (1985-86).
32. Ohio University International Symposium Tour; agenda, correspondence & tour information (Mar-Oct 1986).
33. Edward H Perkins Jr Memorial; correspondence (Jul 1987).
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42. Presidents Essays; Lillian Bauder (1978, 1982, 1984).
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44. Presidents Office; Special Events; expense & revenue (1985-87).
45. Presidents Office Staff Meetings; correspondence, memos & minutes (Aug 1985 - July 1987).
46. Presidential Announcement; correspondence & related materials (Nov 1984 - Mar 1985).
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48. Public Relations; correspondence & information (1984-86).
49. Public Relations/Press Coverage; media articles (1935, 1981).
50. Public Relations; media articles (1982-83).
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1. Public Relations; This Month at Cranbrook Newsletters (1981-85).
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6. St. Dunstons Theatre Guild; correspondence & historical information (1981-87).
7. Maja Schjolin Memorial Service; correspondence & related materials (Apr-Aug 1982).
8. Signage; correspondence & ordinance (1973, 1978, 1982).
9. Mallory M Simpson Appointment; correspondence & related materials (Jan-Apr 1987).
10. Special Events; general information (1979, 1982-84).
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15. Special Societies/Donor recognition Picnic; correspondence & related materials (19 Sep 1982).
16. State of American Education Speech; Lillian Bauder; correspondence, drafts & research materials (Jun-Oct 1987).
17. Study on Wealth & Philanthropy; Paul Schervish; correspondence & related materials (Jul-Sep 1985).
18. Transition Report; George Kaludis Associates, Inc. (Jul 1980).
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