

# Guide to the Board of Trustees Records

Bunker Hill Community College Archives

N-318

250 Rutherford Ave, Boston, MA 02129

## Collection Overview

**Title:** Board of Trustees

**Record Group Number:** RG001

**Creator:** Board of Trustees

**Date:** 1981-2020

**Extent:** 8 boxes, 7 binders (7.75 Linear Feet)

**Language:** Materials are in English

## Administrative Information

**Access and Restriction Information:** This collection is open for research.

**Description Statement:** Except where otherwise noted, the guide for The Board of Trustees records by Bunker Hill Community College Archives is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License] (<https://creativecommons.org/licenses/by-nc-nd/4.0/>).

### Preferred Citation:

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.  
Board of Trustees records. Bunker Hill Community College Archives, Boston,  
Massachusetts.

## Scope and Contents

This record group documents the governance of the Board of Trustees of Bunker Hill Community College from its creation in 1981 to 2020. Materials relating to the Board of Trustees meetings consist of meeting minutes; meeting agendas;

Committee of the Whole meeting minutes; accreditation planning materials; financial reports; and miscellaneous documents present during meetings. The record group also includes correspondence and reports between members of the board and the Office of the President which primarily includes administrative reports; board member and presidential communication; and financial reports. The record group also documents individual board members and includes photographs; biographical information; memos of appointment; and press releases announcing the individual's appointment. The materials of this record group are largely textual including memoranda; letters; meeting minutes and agendas; financial and administrative reports; and other administrative textual documents distributed during the meetings. Other material types present in the record group include presentation slides; photographs; and press releases.

## **Arrangement**

This collection is arranged into 3 series.

## **Collection Inventory**

### **Series 1: BHCC Board of Trustees Meetings (RG001.01)**

The first series includes materials related to the Board of Trustees' meetings. The content of this series ranges from 1981 to 2020. Materials include financial reports, meeting minutes and agendas, and various documents relating to the governance of the college. Most of the years have the complete list of Board meetings that occurred; however, there are some years that feature gaps between meetings. Most of the materials in the series are bound, with additional materials kept separately in binders. From 1997 onward, the materials also include Committee of the Whole Meeting Minutes within the bound meeting materials.

#### *Box 1*

- Folder 1: BHCC Board of Trustees Meetings 1981
- Folder 2: BHCC Board of Trustees Meetings 1982
- Folder 3: BHCC Board of Trustees Meetings 1983 (1 of 2)
- Folder 4: BHCC Board of Trustees Meetings 1983 (2 of 2)
- Folder 5: BHCC Board of Trustees Meetings 1984 (1 of 2)
- Folder 6: BHCC Board of Trustees Meetings 1984 (2 of 2)
- Folder 7: BHCC Board of Trustees Meetings 1985 (1 of 2)
- Folder 8: BHCC Board of Trustees Meetings 1985 (2 of 2)

- Folder 9: BHCC Board of Trustees Meetings 1986 (1 of 2)
- Folder 10: BHCC Board of Trustees Meetings 1986 (2 of 2)
- Folder 11: BHCC Board of Trustees Meetings 1987
- Folder 12: BHCC Board of Trustees Meetings 1988 (1 of 2)
- Folder 13: BHCC Board of Trustees Meetings 1988 (2 of 2)
- Folder 14: BHCC Board of Trustees Meetings 1989 (1 of 3)
- Folder 15: BHCC Board of Trustees Meetings 1989 (2 of 3)
- Folder 16: BHCC Board of Trustees Meetings 1989 (3 of 3)

#### *Box 2*

- Folder 1: Board of Trustees Meetings 1990 (1 of 2)
- Folder 2: Board of Trustees Meetings 1990 (2 of 2)
- Folder 3: Board of Trustees Meetings 1991 (1 of 2)
- Folder 4: Board of Trustees Meetings 1991 (2 of 2)
- Folder 5: Board of Trustees Meetings 1992 (1 of 2)
- Folder 6: Board of Trustees Meetings 1992 (2 of 2)
- Folder 7: Board of Trustees Meetings 1993 (1 of 2)
- Folder 8: Board of Trustees Meetings 1993 (2 of 2)

#### *Box 3*

- Folder 1: Board of Trustees Meetings 1994 (1 of 2)
- Folder 2: Board of Trustees Meetings 19994 (2 of 2)
- Folder 3: Board of Trustees Meetings 1995 (1 of 2)
- Folder 4: Board of Trustees Meetings (2 of 2)
- Folder 5: Board of Trustees Meetings 1996
- Folder 6: Board of Trustees Meetings 1997
- Folder 7: BHCC Board of Trustees Meetings 1998
- Folder 8: Board of Trustees Meetings 1999

#### *Box 4*

- Folder 1: Board of Trustees Meetings 2000
- Folder 2: Board of Trustees Meetings 2001
- Folder 3: Board of Trustees Meetings 2002
- Folder 4: Board of Trustees Meetings 2003
- Folder 5: Board of Trustees Meetings 2004 (1 of 2)
- Folder 6: Board of Trustees Meetings 2004 (2 of 2)

#### *Box 5*

- Folder 1: Board of Trustees Meetings 2005 (1 of 3)

- Folder 2: Board of Trustees Meetings 2005 (2 of 3)
- Folder 3: Board of Trustees Meetings 2005 (3 of 3)
- Folder 4: Board of Trustees Meetings 2006 (1 of 3)
- Folder 5: Board of Trustees Meetings 2006 (2 of 3)
- Folder 6: Board of Trustees Meetings 2006 (3 of 3)
- Folder 7: Board of Trustees Meetings 2007 (1 of 3)
- Folder 8: Board of Trustees Meetings 2007 (2 of 3)
- Folder 9: Board of Trustees Meetings 2007 (3 of 3)
- Folder 10: Board of Trustees Meetings 2008 (1 of 3)
- Folder 11: Board of Trustees Meetings 2008 (2 of 3)
- Folder 12: Board of Trustees Meetings 2008 (3 of 3)
- Folder 13: Board of Trustees Meetings 2009 (1 of 3)
- Folder 14: Board of Trustees Meetings 2009 (2 of 3)
- Folder 15: Board of Trustees Meetings 2009 (3 of 3)

#### *Box 6*

- Folder 1: Board of Trustees Meetings 2010 (1 of 3)
- Folder 2: Board of Trustees Meetings 2010 (2 of 3)
- Folder 3: Board of Trustees Meetings 2010 (3 of 3)

#### *Box 7*

- Folder 1: Board of Trustees Meetings 2011
- Folder 2: Board of Trustees Meetings 2012
- Folder 3: Board of Trustees Meetings 2013 (1 of 2)
- Folder 4: Board of Trustees Meetings 2013 (2 of 2)
- Folder 5: Board of Trustees Meetings 2014 (1 of 2)
- Folder 6: Board of Trustees Meetings 2014 (2 of 2)
- Folder 7: BHCC Trustee Meetings 2015
- Folder 8: BHCC Trustee Meetings 2016
- Folder 9: Board of Trustees Meetings 2017
- Folder 10: BHCC Board of Trustees Meetings 2018
- Folder 11: Board of Trustees Meetings 2019
- Folder 12: Board of Trustees Meetings 2020

#### *Binders*

- Binder 1 (001.01.B1): Board of Trustees 1981 April-September Meeting Materials

- Binder 2 (001.01.B2): Board of Trustees 1981 October-December Meeting Materials
- Binder 3 (001.01.B3): August-December 1982 Board of Trustees Meeting Materials
- Binder 4 (001.01.B4): Board of Trustees 1983 September-December Meeting Materials
- Binder 5 (001.01.B5): Board of Trustees Meeting Materials June-December 1984
- Binder 6 (001.01.B6): Miscellaneous Board of Trustees Items 1981-1989

### **Series 2: BHCC Board of Trustees Reports and Correspondence**

The second series includes reports and correspondence, primarily between the Office of the President and the Board of Trustees, in addition to internal correspondence between board members. The primary format of materials are memoranda and letters. The series consists of records between 1982 to 2002 with the bulk of the materials dated between 1982-1995.

#### *Box 1*

- Folder 1: Reports to BHCC Board of Trustees
- Folder 2: BHCC Board of Trustees Correspondence
- Folder 3: BHCC Board of Trustees Finance

#### *Binder*

- Binder 1 (001.02.B1): Bunker Hill Community College The Board of Trustees Reference Book – 1994

### **Series 3: BHCC Board of Trustees Members**

The third series includes materials on individual Board of Trustees members and their appointment to the board. Items include biographical information, press releases, newspaper announcements, and photographs of the individuals. The materials are dated between 1996-2018, and the bulk of them are between 1996-2002. There are additional materials that are undated. The primary format of the materials in this series are press releases, memoranda, and photographs.

#### *Box 1*

- Folder 1: Board of Trustees Members
- Folder 2: Board of Trustee Members, Student Member Michael E. Sullivan
- Folder 3: Board of Trustees Members, Alumni Trustee Donna Clark
- Folder 4: Thomas Kershaw
- Folder 5: BHCC Board of Trustees Members – Guides and Handbooks

## **Related Finding Aids**

[RG002 – Office of the President](#)