

RIT President's records on Henrietta Campus construction

Acc.99:03; RITArc.0147

This is a collection of records that were received from the RIT President's office in 1999. (Acc.99.3). They appear to be primary documents of RIT President Mark Ellingson. They were organized, foldered and listed below. There are four document boxes that contain the original planning records from the early 1960's when the Institute had first decided to move to the Henrietta campus from the downtown campus. They have been arranged loosely in chronological order and by subject. The collection is shelved in CS.S. #415 Collection was organized by Jophy Jose and list created by Sarah Bishopp (students), Sept. 2006, with supervision by Jody Sidlauskas.

- Box 1 – Long Range Planning and pre-Construction Records
- Box 2 – Housing and Building Committee Records
- Box 3 – Financial Records
- Box 4 – New Campus Dedication Records

Box 1 – Long Range Planning & pre-Construction Records

Folder 1. Long Range Planning, general documents

- Diagrams of construction site, tentative building schedules, New campus timeline: Conception to Decision.
- 2. Long Range Planning, consultant David Campbell, Am. Craftsmen's Council Correspondence, 1961-63.
- 3. Long Range Planning, consultants Anderson, Beckwith, and Haible, Correspondence, Diagrams, 1962 – 68.
- 4. Long Range Planning, consultants Daniel Kiley Assoc., Correspondence, 1961 – 62.
- 5. Long Range Planning, consultants Wood, Sibbert, and Tower, Correspondence, 1959 - 1968
- 6. **Layouts for School of Printing**
Equipment layout drawings by Byron Culver, 1964
- 7. **Design, Planning, and Construction Committee**
Correspondence, Committee minutes, Aug. 1962 – Dec. 1963
[note: The majority of these documents refer to the process of choosing the Architects for the project]
- 8. **Design Committee**
Correspondence, Committee minutes March 1964 – July 1967
- 8a. **Design Committee**
Art on Campus, Correspondence, purchase prices, 1966-68

9. Construction Committee

Correspondence, Aug. 1962 - July 1969

10. **New Campus Fund publication**, *Pertinent Information regarding the School of Printing/Graphic Arts Research*, ca. 1964 (3 copies)

11. **Pertinent Construction Events**, July 1966- March 1967

12. Pertinent Construction Events, May 1964 - June 1966

13. Education Committee

Statement of Philosophy for new Institute adopted by Board of Trustees, Feb.26, 1962, 1962-65

14. Steering Committee

Agendas, Minutes, 1962-63

15. Corporate Committee

Members List, May 19, 1964, Prospect Assignment List
Itinerary for Mark Ellingson (New York City), March 9-11,1964

16. New Campus Clippings, 1961-1968

Box #2 - Housing and Building Committee Records

Folder **1. Student Services Board Committee**

Correspondence, Meeting Minutes, 1961-1963

2. Student Services Board Committee, **Housing Sub Committee**,

Correspondence, Meeting Minutes, Feb. 1962 - June 1963

3. Student Services Board Committee, **Student Center Sub Committee**,

Correspondence, Meeting Minutes, Feb. 1962-July 1962

4. Student Services Board Committee, **Health-Athletic Sub Committee**,

Correspondence, Meeting Minutes, Jan.-Aug. 1962

5. Building Committee

Correspondence, Meeting Minutes, Jan. 1962 - Feb. 1966

6. Building Committee

Correspondence with the Dormitory Authority of NYS, 1964-1969

7. Building Committee, Dormitory Authority of NYS

Annual Reports, 1963-64 & 1964-65

8. Correspondence with utility companies, Jan. 1964 - May 1964

Box #3 - Financial Records

Folder **1. New Campus Fund**, Advisory Council

Correspondence, 1962-1964

1a. **New Campus Fund,**
Itinerary for trip to NYC for Advisory Council meeting and Press conference,
Pres. Ellingson's remarks, list of attendees, RIT fact sheet, Ellingson bio,
proposed buildings and their architects. (5)

2. Budget and Control Committee

Correspondence, Meeting Minutes, Dec. 1962-June 1966

3. New Campus Fund

Sample Promotional Materials

4. Building Committee

New Campus Expenditures, Nov. 1962-May 1966

5. Building Committee

New Campus Expenditures, Aug. 1966-Feb. 1969

6. New Campus

5-Year Expense Estimate, Dec. 9, 1968

7. New Campus Fund, Funds Committee

Correspondence, Meeting Minutes, Solicitation Records, Jan. 1962-May 1964

8. New Campus Fund

Correspondence, Meeting Minutes, Solicitation Records, June 1964-Jan. 1965

9. Ten Year Comparison and New Campus Data, Oct. 15, 1963

10. New Campus Fund, Organizational Chart, n.d.

11. New Campus Fund, Newsletters, 1963-1964

12. New Campus Fund, Miscellaneous unidentified notes (handwritten), 1964

13. New Campus Fund, Miscellaneous correspondence, 1963-64

Box #4 - New Campus Dedication Records

- Folder
1. Dedication of New Campus, Invitations and Programs. Oct.18- 19, 1968,
Academic Convocation, Board of Trustees dinner, luncheon ticket
 2. Dedication of New Campus, Feb. 1968-Oct. 1968
Correspondence to potential speakers,attendees, schedule of events, post-
dedication thank you letters
 3. Dedication of New Campus, Nov. 1968-June 1969
More dedication thank you letters, Ritter Shumway's remarks at Ice Arena
dedication, Dec.7,1968
 4. Suggested Memorial Opportunities on the New Campus, 1967
(a list of buildings on campus and dollar amounts)

5. Memorandum to Faculty, Staff, and Students,
From Pres. Ellingson re delay in moving to new campus by Fall 1967, as anticipated, May 31, 1967
6. Miscellaneous Correspondence to M. Ellingson, 1962-1964
7. Miscellaneous Correspondence, 1962-69
8. Building Dedications, Wallace Library- May 3, 1969; Ingle Aud.- May17, 1969; Gannett- Oct. 23-25, 1969;
9. Office Memorandums, 1963-68
Dedication of College Alumni Union, Oct. 27, 1968
Program, speakers remarks; Assoc. of College Unions Int'l Conference, Oct. 25-27, 1968 speakers remarks, correspondence.
- 9a. Dedication of the College-Alumni Union, Oct. 27, 1968