

S. J. McKee Archives



BC 12: Brandon College publications

<http://archives.brandonu.ca/en/permalink/descriptions4279>

Part Of: RG 1 Brandon College fonds
Description Level: Series
Series Number: 12
GMD: textual records
Date Range: 1910-1967
Physical Description: 6 cm (excluding The Quill, The Sickie, Student Handbooks and The Spectrum)

History /

Biographical:

See sub-series descriptions for History/Bio information on:

The Quill

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.3 (The Quill))

The Sickie

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.1 (The Sickie))

Student Handbooks

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.2 (Student Handbooks))

Brandon College Bulletin

(RG 1 Brandon College fonds, series 12 (Brandon College publications), 12.4)

Brandon Reflections

(RG 1 Brandon College fonds, series 12 (Brandon College publications), 12.5)

The Spectrum

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.1.3 (The Spectrum))

Scope and Content:

Series consists of magazines, newspapers, yearbooks, bulletins and directories published by Brandon College. It has been divided into seven sub-series, including: (1) The Quill; (2) The Sickie; (3) Brandon College Student Handbook; (4) Brandon College Bulletin; (5) Brandon Reflections; (6) Miscellaneous Brandon College publications; (7) The Brandon College Gazette; and (8) The Spectrum.

Notes: Although many of the records in this series are part of RG 1 Brandon College fonds, it was decided administratively, because of the continuity with Brandon University and the ongoing character of the records, to locate the Quill, the Sickle (and the Spectrum) and the Student Handbooks within RG 6 Brandon University fonds as part of series 14 (BUSU), sub series 14.5 (BUSU publications).

Storage Location: RG 6 Brandon University fonds
Series 14: BUSU
14.5 BUSU publications

Related Material: RG 1 Brandon College fonds
Series 12: Brandon College publications
RG 6 (Brandon University fonds), series 14 (BUSU), sub series (BUSU publications).

Arrangement:
Due to the relocation of the Quill, the Sickle, the Student Handbooks and the Spectrum within RG 6 Brandon University fonds, sub-series' 12.1, 12.2, 12.3 and 12.8 do not exist within the arrangement of RG 1 Brandon College fonds.



BC 15: Brandon College library

<http://archives.brandonu.ca/en/permalink/descriptions4291>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 15

GMD: textual records

Date Range: 1912-1967

Physical Description: 33 cm

History /

Biographical:

From the very beginning, Brandon College has maintained library services for its students. A professor was put in charge of the library, although in the beginning it was little more than an empty shelf in a cabinet. As it grew, there became more of a need for an administrative body. A Library Committee was created in order to keep the library running smoothly. With the construction of the A.E. McKenzie Building in 1960 came a permanent resting place for the Brandon College Library.

Scope and Content:

The records include a 3 cm book of Library of Congress Card Orders of Recent Publications from 1957 to 1960. As well, there are applications for employment, minutes from the Library Committee and Sub Committees. There is also correspondence from the Director of Library Services and accession records.

Series has been divided into three sub-series, including: (1) Minutes; (2) Director of Library Services; and (3) Library Accession Records.

Storage Location: RG 1 Brandon College fonds
Series 15: Brandon College Library

Related Material: RG 6 (Brandon University fonds), series 8 (Brandon University Library Services).



Brandon University Senate

<http://archives.brandonu.ca/en/permalink/descriptions3736>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 154

GMD: textual records

Date Range: 1968-1970

Physical Description: 1 file

Scope and Content:

File consists of agendas, notes, correspondence and reports.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 5



Brandon University Senate

<http://archives.brandonu.ca/en/permalink/descriptions3850>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 266

GMD: textual records

Date Range: 1970

Physical Description: 1 file

Scope and Content:

File consists of correspondence.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 6



Brandon University Senate

<http://archives.brandonu.ca/en/permalink/descriptions3985>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 4.2
File Number: 397
GMD: textual records
Date Range: 1977
Physical Description: 1 file
Scope and Content:
File consists of correspondence.
Storage Location: RG 6 Brandon University fonds
Series 4: Office of the Vice-President
4.2 Office of the Vice-President (Administration & Finance)
Box 9



BC 1: Brandon College Board of Directors

<http://archives.brandonu.ca/en/permalink/descriptions4237>

Part Of: RG 1 Brandon College fonds
Description Level: Series
Series Number: 1
GMD: textual records
Date Range: 1899-1967
Physical Description: 78.5 cm

History /

Biographical:

The "Act to Incorporate Brandon College" was assented to on June 1, 1900 and specified that the Board of Directors would consist of 21 members. The Board was to control all financial matters of the College, though all decisions had to meet the approval of the Baptist Convention.

The first officers of the Board were a Chairman, a Treasurer and a Secretary. The minutes also refer to a "President," separate from the Principal, but does not define the President's duties. The Principal was a member ex-officio of the Board. The first duty of the Board was to create an executive consisting of all Brandon members of the Board. The main function of the executive was the operation of the College and transaction of all business arising between Board meetings.

In pursuit of a separate university charter, the Board reorganized its affairs in 1910, appointing an investment committee, a Bursar and a Registrar. The Principal was renamed "President," and was appointed Chairman of the Executive. The university charter was denied, leading the Board to seek affiliation with McMaster University. The Board of Directors during this time was forced to take a more active role in directing college affairs. In November 1910, the Board moved: ...that the officers of the Board be authorized to make such application for such amendments to the Charter as seem necessary and advisable.

This decision led the Board to draw up the Act to Amend An Act to Incorporate Brandon

this decision led the Board to draw up the Act to Amend An Act to incorporate Brandon College which, by 1915, granted the Board authority over all College affairs, following the stated direction of the Baptist Convention.

On May 5, 1916 a nominating committee was struck to name the persons and mandate of all new committees.

During the existence of the Board prior to 1967 the following committees were created:

EXECUTIVE COMMITTEE

In 1918, the Board defined the functions of the Executive Committee as:

The Board of Brandon College shall at its organization meeting each year appoint from among its members an Executive of not less than seven in number. The Executive shall be responsible to the Board and shall exercise all the powers usually incidental to an Executive other than those delegated to the Finance Committee and Endowment Fund Committee, which two Committees shall also be responsible to the Board direct.

FINANCE COMMITTEE, 1918-1926

The Finance Committee was to consist of no fewer than seven members which:

...shall be responsible to the Board and shall under the Board have the general oversight and control of the financial policy of the College insofar as the raising of funds is concerned. The Finance Committee shall not have the power to make any expenditures except such as it may deem necessary to incur in connection with its efforts in raising funds. The Finance Committee shall report to the Board of the College at each meeting of the Board and for the purpose of keeping the Executive in close touch with its activities and of enabling the two committees to work in closest cooperation shall transmit to the Executive a copy of the minutes of each of its meetings to be read at the regular meetings of the Executive and shall give account of the progress made by the Finance Committee and generally of its plans for the future. Members of the Finance Committee shall not all necessarily be members of the Board.

ENDOWMENT FUND COMMITTEE, 1918-1926

The Endowment Fund Committee was created by the following resolution:

The Board of Brandon College shall at its Organization Meeting each year appoint an Endowment Fund Committee which shall under the Board manage the Endowment Fund and direct the re-investment of its principal. The Endowment Fund Committee shall consist of not less than three members who shall not all necessarily be members of the Board.

The creation of the latter two committees was significant because it was the first time that Brandon citizens, not necessarily Baptists, were brought into the administration.

HOUSE AND GROUNDS COMMITTEE, 1923-1926

NEW INSTRUCTORS COMMITTEE, 1923-1936

ADVERTISING COMMITTEE, 1923-1936

BUSINESS ADMINISTRATION AND ENDOWMENT COMMITTEE, 1926-1936

TEACHERS COMMITTEE, 1929-1936

GENERAL PUBLICITY COMMITTEE, 1930-1936

By 1936, however, all Committees were abandoned as Brandon College struggled for its financial survival. After the Baptist Convention withdrew all of its support in 1938, a Provisional Board was established through the Brandon Board of Trade to negotiate with the government for the transfer of Brandon College to the Government of Manitoba. The provisional board succeeded in gathering the needed support for government intervention, and resurrected the College under "An Act to Incorporate Brandon College Incorporated."

The new Board of Directors was appointed October 11, 1939 during a general shareholders meeting. The officers of the Board were a Chairman, a Secretary and a Treasurer. There were also six new standing committees appointed, with mandates listed under clause 16 of by-law 1:

FINANCE COMMITTEE, 1939-1967

... whose duty it shall be to oversee the finances of the Corporation and make recommendations to the Board as to investments of Monies received for endowment or scholarship purposes, and to prepare and submit the annual budget.

PROPERTY COMMITTEE, 1939-1967

... who shall have general supervision of the real and personal property of the Corporation.

ENROLLMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain a student body for the College, to co-operate with the President and Faculty for such purpose and report to the Board as may be required from time to time.

FACULTY COMMITTEE, 1939-1967

... whose duty shall be to make preliminary arrangements for the engagement of teachers and who shall make recommendations to the Board for consideration in the engagement of such teachers.

MEMBERSHIP COMMITTEE, 1939-1967

... whose duty shall be to maintain the membership of the Corporation and see that proper records of the same are maintained.

ENDOWMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain endowments for the future operation of the College and to obtain gifts for scholarship purposes.

In 1942 the Public Relations and Progress Committee was established and a Public Relations Officer was hired. A Consultant Committee was appointed in 1948 with the sole purpose of overseeing the transfer of McKenzie Seeds to the provincial government for financial support through the McKenzie Foundation.

Scope and Content:

Series consists mainly of minutes of meetings and correspondence between various Board members and the College. It is a very detailed and descriptive compilation of the decision-making processes at a higher education institution. There are copies of minutes from the Executive Committee amongst the general Board Minutes. Series also contains a copy of an appraisal of Brandon College Inc. by the General Appraisal Company Ltd. (Vancouver) completed in 1957.

Storage Location: RG 1 Brandon College fonds
Series 1: Board of Directors

Arrangement:

Series has been divided into one sub-series: (1) Minutes of General Board Meetings.



BC 7: Brandon College Alumni Association

<http://archives.brandonu.ca/en/permalink/descriptions4249>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 7

GMD: textual records

Date Range: 1912-1967

Physical Description: 13 cm

History /

Biographical:

The Brandon College Alumni Association was created in the spring of 1912. The Arts Class of 1912, the Theological graduates and also the Ad Eundem graduates met together with old graduates who were in the city. It was decided to form an Alumni Association of Brandon College open to all Arts and Theological graduates, past, present and future, as well as those admitted Ad Eundem. An executive was elected, Reverend J.C. Bowen of Winnipeg being appointed President, and J. Dempsey, Class of 1912, Secretary. The matter of drawing up a constitution was left to the executive.

A meeting was held by the executive on November 21, 1912 in order to discuss membership into the Association. A resolution was eventually passed that approved the basis set down the previous spring: All Arts, Theological and Ad Eundem graduates were to be admitted into the Association.

The Alumni Association was created by students in order for graduates and former students of Brandon College to maintain contact with the College and each other and to promote the College's interests.

The Alumni Association's activities included: publication of the quarterly Alumni News, mailed to all members and associate members; administration of the Alumni-contributed \$17 000 J.R.C. Evans (Memorial) Student Loan Fund, providing interest free loans to worthy students; representation on Brandon College Board of Directors; contributions to College expansion; organization of Association branches in major cities and of social events for Alumni members.

Scope and Content:

The records of the Alumni include newsletters, "Alumni News," and various other documents dealing with the association.

Storage Location: RG 1 Brandon College fonds
Series 7: Brandon College Alumni Association

BC 8: Brandon College Students Association

<http://archives.brandonu.ca/en/permalink/descriptions4250>



Part Of: RG 1 Brandon College fonds
Description Level: Series
Series Number: 8
GMD: textual records
Date Range: 1905-1967
Physical Description: approx. 65.5 cm
History /
Biographical:

The first organization involving the students of Brandon College was created in 1899 or 1900. It was entitled the Literary Society. This society was run by students and faculty to cultivate literary and musical gifts and to provide training in public speaking and in the transaction of business. In 1901, a College branch of the Y.W.C.A. was formed as well as a Students' Missionary organization. A College branch of the Y.M.C.A. followed in 1902. The Brandon College Athletic Association was created in 1904 to direct the affairs of the various athletic games.

The first idea of a Student Council-type organization began in 1906 with the creation of the Students' Committee. This committee was created in order to develop a worthy College spirit and to promote a worthy College life.

"A committee of five students shall be appointed annually early in the college session whose office it shall be to confer with the Resident Master on matters pertaining to residential life, and with the Faculty on matters pertaining to the general life of the College. This committee shall consist of five members, three resident and two non-resident. In matters relating to the residence the three resident students alone shall act. This committee shall represent the Student Body in any matters in which that body may wish to confer with the Faculty, or may of its own motion confer with the faculty on any subject thought to be of interest in promoting proper College life."

In 1909 the Debating Society was created for training in public speaking. A Publications Committee was created in 1910 to publish the new student magazine, The Quill. The Students' Committee became known as the Student Council in 1915. Also in 1915, a Committee on College Activities was formed. This consisted of the President, two faculty members and two students. It was appointed by arrangement of the College Council each year to regulate the various activities of College life. It became known as the Functions Committee in 1921.

The 1920-1921 College Calendar is the first calendar that mentions the Brandon College Students Association. It states under the heading of Student Organizations that:

"The Literary and Debating Societies, the Athletic Association, the Y.M.C.A. and the Y.W.C.A. are integral parts of the Brandon College Students' Association, and are managed by committees appointed by the Association."

1921 saw the formation of the Students' Christian Movement which replaced the Y.M.C.A. and the Y.W.C.A. Under the Students' Christian Movement group, students held weekly devotional and educational services, and conducted Bible and mission study classes.

The 1936-1937 College Calendar shows that a change took place that year in the student council. Instead of just five students of the College being elected to the Council, there are now two separate councils. The calendar states that:

"The students of the men's and of the womens' residences appoint annually a representative committee of five, whose function it is to consider the interests of College life from the point of view of the residence body, conferring with the Faculty when necessary."

Although these groups of five were known as the student council, there was a Student Executive of the Brandon College Students Association that was a separate entity. It consisted of the Senior Stick, the Lady Stick (since 1923), the heads of various boards, and the class presidents. This governing student body continued until 1966 when it underwent an extensive reorganization. During that year, the positions of Senior and Lady Sticks were abolished so that the elected student president could be a man or a woman. This president would be assisted by elected 'sticks' from each faculty of Arts, Science, Education and Music. This form of government continued until 1967, when Brandon College became Brandon University.

Scope and Content:

The Student Association files cover a wide variety of topics and consist mainly of minutes from various student groups and clubs on the Brandon College campus. The records are a first hand look at how student governments were run during the Brandon College era.

Series has been divided into twenty four sub-series, including: (1) Lady Stick's Notes; (2) Memorial Gymnasium Book; (3) Minutes (Literary Board); (4) Expansion Fund Committee; (5) Athletic Board Finance; (6) Finance Board; (7) Main Executive Committee; (8) Functions Committee; (9) Athletic Association/Athletic Board; (10) Contemporary Club; (11) Social Science Club; (12) BCSA Records; (13) Co-Ed Association; (14) English Club; (15) Sports Awards; (16) Record of Social Events; (17) Brandon College Ministerial Association; (18) Ledgers; (19) Freshie Week Committee; (20) Arts Banquet Committee; (21) French Club; (22) Intervarsity Night Report; (23) Publications Committee; and (24) Student Missionary Band.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association

Related Material: RG 6 (Brandon University fonds), series 14 (BUSU - Brandon University Students Union).



BC 10: Brandon College Ministerial Committee

<http://archives.brandonu.ca/en/permalink/descriptions4277>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 10

GMD: textual records

Date Range: 1908-1937

Physical Description: 2 cm

History /

Biographical:

The Ministerial Committee was created with the purpose of discovering prospective students for the Baptist ministry. To become recognized as a student in Theology, a student had to be examined by the Ministerial Committee. The committee looked at the student's intellectual, moral and spiritual fitness for the work of the ministry. He was then graded on his chances at entering the ministry. The committee could tell him that he was not suitable for ministerial work, or they could put him on the "encouraged" list. After repeated meetings with the Committee, a student could be voted as "accepted" as a prospective Baptist ministerial student.

Scope and Content:

These records consist of a book from the Ministerial Committee. It contains the records of prospective theological students, including comments on their spirituality, morality and intellect. It records which students were rejected, encouraged and accepted into the program. Some notable students interviewed in this collection are: J.R.C. Evans, John Hart, Charles Stone, H. Friend, J. Church, and Tommy Douglas.

Name Access: J.R.C. Evans

John Hart

Charles Stone

H. Friend

J. Church

Tommy Douglas

Storage Location: RG 1 Brandon College fonds

Series 10: Brandon College Ministerial Committee



BC 14: Brandon College expansion fund

<http://archives.brandonu.ca/en/permalink/descriptions4290>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 14

GMD: textual records

Date Range: 1959-1969

Physical Description: 63 cm

History /

Biographical:

The Brandon College Expansion Fund was created by the Board of Directors in the late 1950s in order to raise money for Brandon College. This money would help with the much needed expansion of Brandon College. The school's physical facilities had become inadequate for the number of students enrolled and the variety of courses offered. The Expansion Fund, with the initial goal of raising one million dollars, would enable Brandon College to provide students with adequate space to learn. The Fund was very successful, as the 1960s were defined by the sound of construction at Brandon College. In 1960, a new Arts and Library Building and Lecture Theatre were built. A Men's Residence and Dining Hall arrived soon after. A Gymnasium was built, as well as a Women's Residence and Music Building. By the time that Brandon College received its university charter an Education Building was just being completed.

Scope and Content:

The Expansion Fund records contain information regarding the Fund raising campaign during the late 1950s and early 1960s. There are Daily Reports, Situation Reports, and Purchase Orders. As well, there are mailing lists, canvasser lists and division lists. The records contain several Canvasser's Kits, as well as a booklet entitled "Brandon College Looks Ahead". There are various reports from 1958 and 1959. The files include Corporate Donor cards, Alumni Addresses, Reference cards, Eastern Canada business contacts, lists of former students, and obituaries of alumni. There are official receipts, newsletters and some correspondence. There is also correspondence dealing with the fundraising campaign for a Centennial Auditorium.

Storage Location: RG 1 Brandon College fonds
Series 14: Brandon College Expansion Fund

Related Material: RG 6 (Brandon University fonds), series 11 (Brandon University Foundation).



BC 11: Brandon College military training programs

<http://archives.brandonu.ca/en/permalink/descriptions4278>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 11

GMD: textual records

Date Range: 1915-1960

Physical Description: 45 cm

In 1914 World War I broke out in Europe. As soon as Britain became involved in the war, Canada, as part of the British Empire, was involved. As soon as Canada became involved in the war, Brandon College became involved. In keeping with the patriotism of the time, Brandon College organized a Canadian Officers Training Corps in 1915. It was soon a common sight to see students drilling several times a week in every type of weather. Often the women of the college would offer food and drink after the more grueling experiences. In 1916, a Brandon College platoon was organized under J.R.C. Evans. When he was declared medically unfit to go overseas, the command went to Lieutenant William Carey McKee. Carey was the son of S.J. McKee. He had graduated from Brandon College in 1914, and secured his M.A. in 1915. The Brandon College platoon joined up with the Western Universities Battalion, the 196th. The men went overseas in 1916, most remained there until after the war. Sadly, their admired leader, Carey McKee, was killed on August 26th, 1918 at Arras, just months before the end of the war.

Over thirty other Brandon College men failed to return home from the war. Remaining students immediately began planning for a memorial gymnasium to honour their fallen friends. They eventually raised over \$20 000 towards the gym, but the money was given as a gift to the administration during the late 1920's and early 1930's when the College was in dire need of money. Although the Students' Memorial Gymnasium Fund went on for several years, due to lack of money and rising building costs, the memorial gymnasium was never built.

The C.O.T.C. remained on the campus, but it was not as integral a part of daily routine until the late 1930s. Once again, hostilities broke out in Europe. This time, however, Canada did not automatically become involved in the war when Britain did. In an attempt to show the world its independence, Canada waited five days before officially declaring war. By 1940, the C.O.T.C. was in full swing again. As well, part of Brandon College was given to the Royal Canadian Air Force for use as classrooms and accommodations.

After the cessation of World War II, the C.O.T.C. remained on campus. The S.J. McKee Archives has records of the organization up until 1960. The 1951 Brandon College Calendar describes the University of Manitoba contingent of the C.O.T.C., so at some point the two organizations were amalgamated. The 1954 Brandon College Calendar describes the R.C.A.F. (Reserve) University of Manitoba Squadron that students can apply for. Finally, the 1957 Brandon College Calendar contains a description on the Regular Officers Training Plan, which students could apply for. All of these programs were still in effect when the College was granted its University Charter in 1967.

Scope and Content:

The first member of Brandon College to join up was a professor, Philippe Louys. He happened to be visiting his father in France when hostilities broke out. He joined the French Army, and was almost immediately taken prisoner. For several years he tried to escape, finally being successful on his fourth try. Louys immediately began retraining in the French Army, but as soon as he was ready to fight again, the war ended. Philippe Louys' story is not uncommon in the history of Brandon College. The professors and students felt it was their duty to join the ranks and fight along with the rest of the British Empire. Most of them left the halls of the College, and many never returned.

The records consist mainly of correspondence having to do with the Canadian Officers Training Corps. There are also letters referring to Brandon College students who served in the World Wars. As well, there are lists of Unit Orders and Syllabii for the instructors of the C.O.T.C. There are also files regarding the War Maintenance Fund from 1918 and 1919. These records are a good source of material for studying how Brandon College viewed the outbreak of hostilities in Europe, and how the College responded to the crisis. Also, they show how attitudes changed about war and the college's role in it from the period of 1915 to 1960. The Presidents' files also have information on the role the military played at Brandon College. Finally, the series contains attestation and application for military training forms (1941-1943).

Storage Location: RG 1 Brandon College fonds
 Series 11: Brandon College Military Training Programs



BC 13: Brandon College ledger and minute books

<http://archives.brandonu.ca/en/permalink/descriptions4283>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 13

GMD: textual records

Date Range: 1899-1967

Physical Description: 1.89 m

History /

Biographical:

These files were created from 1899-1967. They include almost all of the financial records from this time. Before the creation of the Bursar position in 1910, the files were probably created by Dr. McDiarmid and Dr. McKee. After 1910, it is assumed that it was primarily the Bursar's responsibility to update the ledgers. As well, various committees were involved in the creation of these ledgers, such as the Refund Committee and the Library Committee.

Scope and Content:

Many of the Ledgers in this collection contain clear information about how Brandon College raised and spent its money. There are General Accounts Ledgers that give an overall view of the College's finances, as well as Financial Reports from 1910 through to 1969. There are several ledgers entitled Cash Receipts and Disbursements and Petty Cash.

Some interesting files from a researcher's point of view are the Student Accounts Ledgers. Dating from 1899, these ledgers contain information regarding each student that attended Brandon College. The ledgers record the tuition, board and other students expenses, how it was paid and who it was for. There are also Book Accounts. These two books describe the books students had to buy for their classes. There is a book of room deposits, as well as a list of students by their hometown and denomination.

The Miscellaneous file is probably the most interesting one in the collection. There is a ledger created by Sadie Northam in 1898. The book contains expenses from what was possibly the Dining Room, as the purchases are mainly large amounts of groceries. The collection also includes the minute book from the Refunds Committee from 1914 to 1923. This committee heard appeals from students who desired some or all of their money back from the College. A very intriguing article in the miscellaneous file is that of the COTC Day Sheets. This ledger runs from March through April of an unknown year, although it most likely was 1915 or 1916. It has a list of students that were in the COTC and has columns for each day that they had drill practice. They COTC drilled twice a day, and the Day Sheets mark if the student was present for drill, and if he was not, what his reason for being absent was. It also contains a list of duties for the duty officer, as well as some memorandums.

There are two books in this series that record the Staff salaries from 1918 to 1921 and 1926 to 1928. There is also a ledger from the Brandon College Institute, Session 08. There is no date on this ledger, and it is not quite certain what the Institute was, as there is no other mention of it. Although the collection has been divided under various headings, it must be noted that there is considerable overlap, especially between the General Accounts, Cash Receipts and Disbursements, and the Student Accounts Ledgers.

The series has been divided into six sub-series, including: (1) General accounts ledgers; (2) Financial reports; (3) Cash receipts and disbursements ledgers; (4) Petty cash ledgers; (5) Student accounts ledgers; and (6) Miscellaneous ledgers and minute books.

Storage Location: RG 1 Brandon College fonds
 Series 13: Brandon College Ledger and Minute books



BU 6: Brandon University Senate

<http://archives.brandonu.ca/en/permalink/descriptions145>

Part Of: RG 6 Brandon University fonds
Description Level: Series
Series Number: 6
GMD: textual records
Physical Description: 10.48 m

In accordance with "The Brandon University Act (1998)" the Brandon University Senate consists of the following members: (a) the chancellor of the university; (b) the president of the university; (c) the vice-presidents of the university; (d) the deputy minister of the department whose minister is responsible for The Council on Post-Secondary Education Act, or his or her designate; (e) the deans of each faculty and school in the university; (f) the director of the Educational Technology Unit or, if there is none, the person exercising comparable functions (g) the chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions; (h) the University Librarian or, if there is none, the person exercising comparable functions; (i) the Dean of Students or, if there is none, the person exercising comparable functions; (j) one member of the board appointed by the board; (k) one representative from each faculty or school who has been on the staff of the university for at least two years, elected by and from the staff of that faculty or school; (l) six professors or associate professors of the university, elected by the professors, associate professors, assistant professors and lecturers; (m) two assistant professors or lecturers of the university who have been on the staff of the university for at least two years, elected by the professors, associate professors, assistant professors, and lecturers; (n) one member of the rank of professional associate of the university elected by the members of that rank; (o) eight students elected or appointed as follows: (i) one appointed by the executive of the Brandon University Students' Union who is a member of that executive. (ii) one elected from each faculty or school of the university, (iii) the remainder elected from the student body of the university at large.

Elected and appointed members of the senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed. Student members of the senate are to hold office for one year, beginning on the first day of July of the year in which they are elected. Ex officio members are to hold office until they cease to hold the position that qualify them for membership. An elected or appointed member of the senate is eligible for re-election or re-appointment, but the senate may set a maximum number of consecutive terms of office that any member may hold.

The president of the university shall be the chair of the senate. If the president of the university is absent or unable to act as chair, the vice-president (academic and research) or, in his or her absence, an academic dean appointed by the president, shall be the chair at meetings of the senate. The registrar of the university or, if there is none, the person exercising comparable functions shall be the secretary of the senate.

The senate shall meet at least four times a year and may meet more often if its rules so provide. The secretary of the senate shall call special meetings at the request of the chair or at the written request of at least four members of the senate.

The senate is responsible for the academic policy of the university. The senate may (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum; (b) elect the chancellor of the university; (c) appoint any standing and other committees that it considers necessary; (d) consider and determine all courses of student, including requirements for admission, examination and graduation; (e) recommend to the board the establishment of additional faculties, school, departments, chairs and courses of instruction; (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the university, and the persons to whom they are to be granted; (g) award scholarships, medals and prizes; (h) make rules and regulations respecting the academic conduct and activities of students; (i) consider and make recommendations to the board about any other matters that the senate considers appropriate for achieving the objects and purposes of the university.

Scope and Content:

Series has been divided into six sub-series, including: (1) Senate minutes; (2) Committees of Senate; (3) General Faculty Council; (4) Ad Hoc Committees of Senate; (5) Convocation services, Baccalaureate services, Banquets; and (6) Brandon College/University calendars.

Notes: Information in the History/Bio field was taken from "The Brandon University Act (1998)" at http://www.brandonu.ca/administration/governors/documents/BU_Act.pdf (December 2005).

Storage Location: RG 6 Brandon University fonds



Senate minutes

<http://archives.brandonu.ca/en/permalink/descriptions146>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 6.1

Accession Number: 14-1998

GMD: textual records

Date Range: 1967-1987

Physical Description: 2.5 m

History /

Biographical:

See series level description (RG 6 Brandon University fonds, series 6: Brandon University Senate) for history/bio information.

Custodial History:

Records were transferred to the McKee Archives from the Senate Office in 1998.

Scope and Content:

Accession 14-1998 includes minutes, related materials, and committee reports considered during meetings of the Brandon University Provisional Senate from January 1967 to June 1967, as well as Senate minutes, related reports and materials from meetings of Senate in the years 1967 to 1987. In addition, the Senate records include an Index to topics in Senate minutes for the years 1967 to 1977, minutes of the Senate Planning Committee 1970-73, and minutes of the Senate Executive Committee (1969-1987).

Box 1

Files 1-3 Minutes only 1967-1971.

Files 4-5 Provisional Senate January 1967-June 1967.

Files 6-13 Minutes regular Senate meetings August 10, 1967 - October 8, 1970.

Box 2

Senate Index A-Z 1967-1977

Senate Minutes and materials (9 files) October 4, 1970 - January 4, 1973

Minutes Senate Planning Committee February 10, 1970 - February 7, 1973.

Box 3

Senate Minutes and materials (13 files) December 22, 1972 - December 10, 1974.

Senate Only (2 files) 1972-1976

Box 4

Senate minutes and materials (13 files) February 4, 1975 - January 18, 1977

Senate minutes only (2 files) 1977-1981.

Box 5

Senate minutes and materials (12 files) March 29, 1977 - May 6, 1980.

Box 6

Senate minutes and materials (13 files) September 30, 1980 - December 4, 1984

Box 7

Senate Executive Committee minutes (13 files) October 6, 1969 - August 12, 1987.

Box 8

Senate minutes and materials (12 files) January 1985 - October 27, 1987.

Notes:	Senate minutes for 2001-2005 are available online on Brandon University's webpage under Faculty and Staff: Senate: Minutes.
Access Restriction:	Closed Session minutes available only with the permission of the University Archivist.
Storage Location:	RG 6 Brandon University fonds Series 6: Senate Office



Committees of Senate

<http://archives.brandonu.ca/en/permalink/descriptions147>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 6.2

GMD: textual records

Date Range: 1958-1987

Physical Condition: 4.96 m

Scope and Content:

Sub-series has been divided into the following sub sub series: (1) Curriculum and Academic Standards (CAS) Committee; (2) Senate Planning Committee; (3) Scholarships, Bursaries, Medals and Awards Committee; (4) Bachelor of General Studies Committee; and (5) Senate Committee of Student Affairs.



Senate Situation

<http://archives.brandonu.ca/en/permalink/descriptions5703>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 767

GMD: textual records

Date Range: 1986-1990

Physical Description: 1 file

Scope and Content:

File consists of reports

Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 28



BC 6: Office of the college dean

<http://archives.brandonu.ca/en/permalink/descriptions4248>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 6

GMD: textual records

Date Range: 1925-1967

Physical Description: 32 cm

History /

Biographical:

The Brandon College Dean was the head of the College in the absence of the President. It was created in 1925 after the sudden passing of Dr. Sweet. Dr. Harris MacNeill, who had been Dean in Arts up until that time assumed the position of College Dean. The duties of the College Dean were as follows:

1. In the absence of the President of the College he shall exercise the functions of the President in relation to all "inside" College matters; it being understood that frequently it may be necessary for him to exercise his personal judgment apart from anything that may be specified in this memorandum.
2. With respect to matters of special importance arising unexpectedly he shall consult with the Chairman of the Board, or by telegram with the President, or both.
3. All questions arising that have a direct connection with the "business" aspects of College affairs shall naturally be referred to the Chairman of the Board, or the President, or both.
4. In the absence of the President he shall preside at all Faculty meetings, Committee meetings of which the President is Chairman, and shall attend meetings of Committees of which the President is an ex-officio member.
5. In the President's absence he shall preside at the regular Chapel Exercises and at special College gatherings in the Chapel at which the President would naturally be expected to preside.
6. He shall also keep in touch with the work of the several departments of the College and shall consult frequently with the Heads of such departments.
7. While the Lady Principal and the Resident Master are responsible for the detailed administration and discipline of the College life and activities of Clark Hall and Brandon College respectively, the College Dean shall have the absent President's responsibility for the general discipline of the College in respect of the students' relation to Courses of Study, Corridor, Campus, etc.
8. That the President when absent may be kept in touch with the work of the Institution it is desirable that the College Dean keep him informed of the more important happenings and problems with College life.
9. Throughout the Session the College Dean shall be Registering Head of the Arts Department.

The position of College Dean continued until 1952. In 1952 the position became known as the Dean of Arts and Science. In 1963, another change occurred, with the two departments going separate ways. From that time on there was both a Dean of Arts and a Dean of Science.

BRANDON COLLEGE DEANS:

HARRIS LACHLAN MACNEILL (1925, 1926-1928)

Dr. MacNeill was born in Paisley, ON on November 29 or 30, 1871, the son of Rev. Donald and Amanda (Hemenway) MacNeill. He received his B.A. from McMaster University in 1894. He was also educated at the Ontario College of Pedagogy and the University of Toronto. From 1895 until 1898 he was a teacher at Woodstock College. In 1899 he married Anne Hatch. From 1899 until 1903 he was a professor of Latin at Washburn College in Topeka, Kansas. In 1903 he accepted an offer to teach Latin and German at Brandon College. In 1909 he was a Professor of the New Testament, Language and Literature, as well as Resident Master. Dr. MacNeill was the Academy Principal for two years. He then received his Ph.D. from the University of Chicago in 1911. MacNeill acted as the Dean of Arts from 1912 until 1930. Dr.

MacNeill was the central figure in the scandal involving Brandon College in the early 1920's. The Fundamentalist Baptists accused Brandon College, and Dr. MacNeill especially, of teaching Modernist views. He was absolved of any charges at the 1924 Baptist Convention in Chicago.

Dr. MacNeill was Acting President of Brandon College after Dr. Sweet died for the period from January 1925 until Dr. Bovington was hired in August 1925. After Dr. Bovington resigned in May of 1926, Dr. MacNeill again accepted the position of Acting President from May 1926 until April 3, 1928, when he retired as College Dean. Dr. MacNeill taught Latin and Greek for two more years then retired from Brandon College in 1930. He accepted a position at Fairview Church in Vancouver, B.C. where he remained until 1932. In 1932 he was offered a teaching position at McMaster University. He married his second wife, Vera Leech, in 1939. He remained at McMaster teaching New Testament Interpretation until 1943 when he retired. Dr. MacNeill was the first person to receive an honorary degree from Brandon University in 1967. He continued to do religious research until his eyesight failed at age 97. On January 15, 1974, Dr. MacNeill died at the Chedoke Hospital at the age of 102.

JOHN ROBERT CHARLES EVANS (1928)

Information on J.R.C. Evans can be found under the heading Office of the President.

W. BURTON HURD (1929-1935)

No biographical information yet.

C.F. RICHARDS (1935-1937)

Information on C.F. Richards can be found under the heading Office of the Registrar.

REV. EVAN M. WHIDDEN (1937-1938)

See MG 1 Brandon College Teaching and Administration, 1.8 Evan McDonald Whidden fonds for biographical information and additional records related to Rev. Evan M. Whidden.

A. HAYWARD FOSTER (1938-1939)

No biographical information yet.

F.J. WESTCOTT (1939-1945)

Frederick James Westcott was born in Douglas, Manitoba. He began taking classes in the Academy at Brandon College in 1918. He entered the Arts course in 1921 and specialized in Political Economy. He received the Special Political Economy Medal in his final year. He was very active on committees and associations, as well as sports. Westcott served as the Senior Stick during the school term 1924-1925. He graduated with his B.A. from Brandon College in 1925.

Westcott received the position of Student Assistant in the Academy the following year. He left soon after to pursue post-graduate work. He received his M.A. in economics from Harvard and spent two years at the University of Toronto on a teaching scholarship in economics, completing the course work leading to the Ph.D. degree. In 1929, he returned to Brandon College and took up the position of Associate Professor of Political Economy. It was also in 1929, that Westcott married Rose Vasey, a 1926 Brandon College graduate. The following year, Westcott was the Resident Master of Brandon College, as well as being an Instructor in Political Economy and Sociology. The Resident Master position only lasted the one school year. He accepted the post of Acting Dean of Arts and Science in 1939. From 1942 until 1945 he was away on military leave with the National War Finance Committee. He resigned from the

position of College Dean in 1945. From 1945 on Westcott and his family resided in Toronto. He died suddenly in 1961.

HENRY STEWART PERDUE (1947-1952)

Dr. Perdue was born in 1904 near Souris. He graduated from the Souris Collegiate in 1920. After working several odd jobs, Dr. Perdue entered Brandon College in 1924. He graduated with his B.A. in 1928. After graduation, Dr. Perdue was hired as a teacher in the Academic Department. He received his M.A. in 1930, and went on to receive his Ph.D. in Geology from the University of Chicago. In 1930, Dr. Perdue became the Director of the Matriculation Department as well as an Instructor in Geology. In 1931, he took over the position of Resident Master. In 1937, he married Ella May Higgins, who was the Resident Nurse. From 1938 until 1948, Dr. Perdue acted as Registrar of Brandon College.

In 1947, Dr. Perdue accepted the position of College Dean. This position ran until 1952, when it was changed to the position of Dean of Arts and Science. Dr. Perdue also held this position until 1962, when the office separated into the Dean of Arts and the Dean of Science. Dr. Perdue continued in the position of Dean of Science until 1967. After Dr. Evans' death in July of 1959, Dr. Perdue became Acting President. He held this position from August 1959 until August 1960, when Dr. Robbins was appointed President. Dr. Perdue retired from teaching Geology in 1973. He died on December 22, 1979 at the age of 75.

DEAN OF ARTS AND SCIENCE:

H.S. PERDUE (1952-1963)

Information on H.S. Perdue can be found under the heading College Dean.

DEAN OF ARTS

R.F.B. KING (1963 - Brandon University)

Information on R.F.B. King can be found under RG 6 Brandon University fonds, sub-sub series 7.1.1 Dean of Arts.

DEAN OF SCIENCE:

H.S. PERDUE (1963-1967)

Information on H.S. Perdue can be found under the heading College Dean.

Scope and Content:

The series consists of records from MacNeill's term as College Dean (1921-1928). It also includes correspondence during the time that MacNeill was Acting President. It contains letters to and from MacNeill regarding examinations, students, business, and finances. Some earlier letters also include correspondence regarding the controversy MacNeill was in during the Baptist Fundamentalist/Modernist Debate in the early 1920's.

Records from Evans' term as Acting Dean have been included in his Presidents' files. There are no records from the terms of the other College Deans, except R.F.B. King; his records have been incorporated into RG 6 (Brandon University fonds), 7.1.1 (Dean of Arts).

Storage Location: RG 1 Brandon College fonds
Series 6: Office of the College Dean

Related Material: RG 6, sub sub series 7.1.1 (Dean of Arts) for additional Dean's records
and RG 6, series 9 (Department of Extension) for additional records
related to H.S. Perdue.



Senate Planning Committee

<http://archives.brandonu.ca/en/permalink/descriptions3471>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.4

File Number: 124

GMD: textual records

Date Range: 1973, 1977-1978

Physical Description: 1 file

Scope and Content:

File consists of minutes, proposed 5 year program for Continuing Education, memos, and a brief submitted to the Joint Ministerial Task Force on nursing education on behalf of Brandon University (1977)

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.4 Correspondence and subject files
Box 6



Senate Planning Committee

<http://archives.brandonu.ca/en/permalink/descriptions3544>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.4

File Number: 147

GMD: textual records

Date Range: 1977

Physical Description: 1 file

Scope and Content:

File consists of minutes, agendas and correspondence.

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.4 Correspondence and subject files
Box 8



Senate Planning Committee

<http://archives.brandonu.ca/en/permalink/descriptions4054>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 6.2.2

Accession Number: 16-2000

GMD: textual records

Date Range: 1967-1985

Physical Description: 36 cm

Physical Condition: Good

History /

Biographical:

The Senate Planning Committee consists of: the President or designate, who is Chair; the Vice-President (Academic & Research); the Dean of each Faculty/School; one representative elected by and from each Faculty/School; the University Librarian; and two students appointed by the BUSU Council.

The responsibilities of this Committee are to make recommendations to Senate relating to: academic program priorities; support programs for the academic functions; and the establishment of additional departments faculties, schools and institutes.

In 1985 the Senate Planning Committee was replaced by the Senate Planning and Priorities Committee. The composition and terms of reference for this committee are included in the Senate by-laws from 1985. In 2000 the Senate Planning and priorities committee was disbanded. Its functions were assumed by the Senate Executive Committee until the senate Planning Committee was re-established in 2003.

Scope and Content:

Sub sub series consists of agendas and minutes of the Brandon University Senate Planning Committee 1967-1985 and various files from the Senate Planning and Priorities Committee relating to external reviews of programs and areas within the University in the years 1985-1995, as well as a number of miscellaneous file some dating from the era before 1985. .

Notes: Information in the History/Bio field was take from the Brandon University Senate By-laws - Section VIII Committees of Senate.

Finding Aid: A file level inventory for the records of the Planning and Priorities Committee prepared by Alison McNeill Hordern is available with the records.

Storage Location: RG 6 Brandon University fonds
Series 6: Brandon University Senate
6.2 Committees of Senate

Related Material: Senate Planning Committee minutes for 1970-1973 are located in RG 6 Brandon University fonds, series 6 Brandon University Senate, sub-series 6.1 Senate minutes.