

S. J. McKee Archives



BC 5: Brandon College Senate

<http://archives.brandonu.ca/en/permalink/descriptions4247>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 5

GMD: textual records

Date Range: 1900-1967

Physical Description: 60 cm

The Brandon College Senate was created in 1900 under "An Act to Incorporate Brandon College." At the time, however, the Senate was not given a clear policy mandate. The Act stated: The Professors in said College, together with three members of the Board of Directors nominated by the said Board for that purpose, shall constitute the Senate, to whom shall be entrusted the reception, academical superintendence and discipline of the students and of all other persons within the said College.

Despite general authority over the discipline of students, measures to enforce discipline and the power to appoint or remove professors rested with the Baptist Convention. As a result, the Senate remained largely ineffective until 1910 when the Board re-defined their function as follows: The Senate be composed of the Council of the College together with three members appointed by the Board of Directors. That this body shall be responsible for all matters that concern the determination of the curriculum, the recommendations to the Board regarding appointments of instructors in subjects otherwise specifically assigned to individual members of the several faculties.

These new powers provided the Senate with a rational boundary of authority including some control over the curriculum, but its main function was still recommendations to the Board on matters concerning faculty. There are no known documents regarding the Brandon College Council, which existed from 1910 to 1915. Affiliation with McMaster was a contentious issue with faculty. Courses had to correspond with those in McMaster, effectively eliminating the Brandon College Senate from its authority over academic matters.

In 1915 the Senate was re-organized following the "Act to Amend An Act to Incorporate Brandon College." With this reorganization the Senate assumed a more direct role in the selection of faculty and tutors. As well, the Senate became a stronger advisory body of the faculty.

The Brandon College Senate remained relatively unchanged until 1939 when, under by-law 1, the Board defined the Senate functions as:

Power to regulate instructions and to determine the methods and limits of instructors.

To prepare a calendar of the College for publication.

To recommend to the Board the establishment or abolition of, or any changes in departments, chairs, lecture-ships, bursaries, scholarships and prizes, and generally have charge of all matters of an academic character, but shall not have any power to incur any expenditures or liabilities on behalf of the Corporation until specifically authorized by resolution of the Directors, nor shall their powers be construed as authority to engage teachers for the Corporation.

Along with these functions the Senate was also the body that possessed the binding authority to deal with all academic grievances.

The Senate under the new Charter and by-law 1, consisted of the President, Chairman of the Board, seven members from the faculty (including President and Registrar), and six members from the Alumni. The Registrar was to act as Secretary.

The Senate was changed once more in 1959. This change led to a more significant role in the administration of Brandon College.

Scope and Content:

These records consist mainly of minutes from various faculty council and executive meetings from 1900 to 1942 including Arts, Science and Theology faculties. Included as well are Minutes of the Ministerial Committee of the Baptist Union of Western Canada As well, there are University of Manitoba Senate Minutes dating from 1950 to 1958.

Storage Location: RG 1 Brandon College fonds
Series 5: Brandon College Senate



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).



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 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

examined for ownership 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 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



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

He was also educated at the Ontario College of Education 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 Fundamentalists 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

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 of 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.



Brandon College Bulletin

<http://archives.brandonu.ca/en/permalink/descriptions4735>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 12.4

GMD: textual records

Date Range: 1917-1937 (not inclusive)

Physical Description: 1.5 cm

History /

Biographical:

The Brandon College Bulletin was a forerunner to the current Brandon University annual report. Nothing else is known about its origins. The publication was a product of the Brandon College Board of Directors.

Scope and Content:

Sub-series consists of copies of the Brandon College Bulletin for: 1916, 1917, 1918, 1919, 1922, 1923, 1924, 1925, 1926, 1931, 1934, 1935, 1936 and 1937.

Storage Location: RG 1 Brandon College fonds
Series 12: Brandon College publications



The Brandon College Gazette

<http://archives.brandonu.ca/en/permalink/descriptions5088>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 12.7

GMD: textual records

Date Range: 1937-1938

Physical Description: 1 file

Scope and Content:

Sub-series consists of copies of The Brandon College Gazette, including: Vol. 1, No. 4 (May 11, 1937); Vol. 2, Nos. 1-4 (May 2, May 5, May 9, and May 11, 1938). It also includes a document entitled "Hand 'Bill' The Stick." This document is an endorsement of Bill Potoroka as a nominee for the position of Senior Stick.

Storage Location: RG 1 Brandon College fonds
Series 12: Brandon College publications



Brandon College Ministerial Association

<http://archives.brandonu.ca/en/permalink/descriptions4268>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.17

GMD: textual records

Date Range: 1919-1921

Physical Description: 1 cm

Scope and Content:

This book contains the minutes from meetings of the students' ministerial association.

Storage Location: RG 1 Brandon College fonds
Series 8: Brandon College Students Association



Brandon College library - minutes

<http://archives.brandonu.ca/en/permalink/descriptions4292>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 15.1

GMD: textual records

Date Range: 1912-1967

Physical Description: 14 cm

Scope and Content:

The sub-series contains the minutes from Library Committee meetings. There are also minutes from the meetings of various sub-committees such as the Open Shelf Sub-Committee and the Sub-Committee on Apportionment of Library Funds. Includes minute books and files.

Storage Location: RG 1 Brandon College fonds
Series 14: Brandon College Library



Brandon College miscellaneous publications

<http://archives.brandonu.ca/en/permalink/descriptions4737>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 12.6

GMD: textual records

Date Range: 1914-1929

Physical Description: 1 cm

History /

Biographical:

This is an artificially created sub-series.

Scope and Content:

Sub-series Brandon College track and field programs for 1920 and 1922; two copies of Brandon College songs and yells, along with a typed copy of the class song for the class of 1929; a copy of the Brandon College students' directory for 1914-1915; and a donations pamphlet for the Brandon College Students' Memorial Gymnasium ca. 1918.

Notes: Located on the front page of the Memorial Gymnasium pamphlet is a proposed campus development plan showing the site of the proposed gymnasium, with other additional facilities including: a science building, a library/chapel, a conservatory, and a new women's residence.

At the front of the Brandon College songs and yells is a copy of the Brandon College Students' Association constitution.

The students' directory contains the constitution of the Literary Society, and a newspaper clipping regarding the death of Dorothy Nelson (nee Werthembach), former Dean of Women at Brandon College 1934-1935.

Storage Location: RG 1 Brandon College fonds
Series 12: Brandon College publications



Brandon College Student Association records

<http://archives.brandonu.ca/en/permalink/descriptions4262>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.12

GMD: textual records

Date Range: 1948-1957

Physical Description: 1.5 cm

Scope and Content:

Consists of the BCSA constitution, electoral procedure documents, nomination forms, the Brandon College Crests and Awards Board constitution, the Brandon College Finance Board constitution, the Brandon College Athletic Board/Athletic Council constitution, the Brandon College Board of Publications constitution, the Brandon College Literary Board constitution, the Sigma Mu constitution, and BCSA statistical summary of Committee meetings.

Subject Access: club constitutions

Storage Location: RG 1 Brandon College fonds
Series 8: Brandon College Students Association



Brandon College library - accession records

<http://archives.brandonu.ca/en/permalink/descriptions4294>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 15.3

GMD: textual records

Date Range: 1899-1965

Scope and Content:

Sub-series consists of accession records listing the accession number, author, title, publisher, cost and "source" for each book accessioned into the Brandon College Library. It includes a total of 10 accession catalogues covering the period December 1899 - June 1965: 2 accession catalogues (12x18x5) and 8 accession catalogues (9x12x .75 cm)

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



Wilfred Whyte McCutcheon university teacher-training course diploma

<http://archives.bradonu.ca/en/permalink/descriptions8882>

Part Of: RG 1 Brandon College fonds

Description Level: Item

Series Number: MG 1 1.12

Item Number: 6

Accession Number: 12-2008

GMD: textual records

Date Range: 1946

Physical Description: 28 x 43.5 cm

Physical Condition: Good

History /

Biographical:

See sub-series level description for MG 1 1.12 Wilfred Whyte McCutcheon fonds for biographical information.

Custodial History:

See sub-series level description for MG 1 1.12 Wilfred Whyte McCutcheon fonds for custodial history.

Scope and Content:

Item is McCutcheon's University Teacher-Training Course Diploma (High School Rank) from Acadia University.

Storage Location: MG 1 oversize storage drawer



Brandon College/Brandon University Women's Auxiliary fonds

<http://archives.bradonu.ca/en/permalink/descriptions14290>

Part Of: RG 1 Brandon College fonds

Description Level: Fonds

Accession Number: 18-2016

GMD: textual records

Date Range: 1955-1975

Physical Description: 24 cm of textual records

3 scrapbooks containing newspaper clippings

History /

Biographical:

The Brandon College/Brandon University Women's Auxiliary was founded on February 17, 1955, with the purpose of a) foster[ing] good public relations between the university and the community, and to stress the importance of Brandon University to Western Manitoba; b) to gain a better knowledge of the functioning of Brandon University and; c) to improve the surroundings of the College/University's students and the university at large. They were to hold four regular meetings per annum, with an annual meeting in April, and one fund-raising tea a year. The organization raised money through these teas, as well as through receptions, with the intention of donating to the college/university and surrounding community, contributing to the furnishing of residences and offices at the college/ university, as well as facilitating an annual community visitation day for the public to tour the university. The organization's name was change from the Brandon College Women's Auxiliary to the Brandon University Women's Auxiliary along with the renaming of the school itself on July 1, 1967. The organization was sometimes referred to simply as the Women's Auxiliary.

The Auxiliary was run by an elected President and Board of Executives. Its members, who were all mothers of Brandon College/Brandon University students, paid an annual membership fee. Subcommittees within the organization included those in charge of social organization, membership management, program management, phoning management, press and publicity management and project management; all of these were fronted by their own individual leaders from within the members, under the board of executives. The organization ceased meeting in 1975; the minutes from the final meeting reference difficulties filling executive offices before a motion was carried to disband.

Custodial History:

Records were created and held by the Brandon College/Brandon University Women's Auxiliary until their dissolution on October 23, 1975, when a motion was passed to move the records to the McKee Archives.

Scope and Content:

Fonds consists of records that relate to the organization of and activities coordinated by the Women's Auxiliary, as well as records detailing the contribution that the organization made to the university and community of and around Brandon. The records span the entire existence of the Women's Auxiliary from 1955 to 1975.

Records include meeting minutes, treasurers' statements, financial bookkeeping, correspondence, a copy of the constitution, records of members, members' addresses and phone numbers, lists of members' children attending school and their respective degree, lists of council members, event memorabilia, organization letter heads, donation receipts, newspaper clippings, advertisements, publicity reports, meeting reports, visitation records, scrapbooks and scrapbook inventories.

Notes: History/Bio information taken from the records. Description by Kayliegh Penner (October 2016).

Name Access: Mrs. R.B. Alexander
Mrs. Cumming
Mrs. R.G. McDiarmid
Mrs. R.K. Leiteh
Mrs. Wesley Nelson
Mrs. Robert Ghidorie
Mrs. Barney Thordarson
Kathleen Thordarson
Mrs. Stuart Craig
Mrs. Doris Hunt

Subject Access: centennial visitation day
 women's organizations

Storage Location: 2016 accessions

Related Material: Brandon University photograph collection (Observatory Opening)
 Spring 1955 Alumni News (report on the founding of the organization)

Arrangement:

Records are arranged in chronological order in four (4) subseries: 1) treasurer's books; 2) minute books; 3) textual files; and 4) scrapbooks and miscellany



Brandon College library - Director of library services

<http://archives.brandonu.ca/en/permalink/descriptions4293>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 15.2

GMD: textual records

Date Range: 1957-1963

Physical Description: 13 cm

Scope and Content:

These records were created by the Director of Library Services from the year 1957 until 1963. It is mainly business correspondence and memorandums. The files include correspondence between the Director of Library Services and various people regarding the library. There are also memorandums to the faculty.

Storage Location: RG 1 Brandon College fonds
 Series 14: Brandon College Library

Related Material: RG 6 (Brandon University fonds), sub-series 8.1 (Director of Library Services).