

CRANBROOK

ARCHIVES

**Cranbrook Educational Community:
Assistant to the President for Special Projects
(Michael Boisvert and David Hart)
Records**

(1974-1993)
9 linear ft.

Acquisition Number: 1993-09

Acquisition: Transferred from David Hart on June 23, 1993.

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Preferred Citation: Cranbrook Educational Community: Assistant to the President for Special Projects Records, Cranbrook Archives, Bloomfield Hills, Michigan.

Photographs: In Slide collection under New Woodward Arrival Entrance.

Drawings: Architectural specifications and drawings removed to Cranbrook Archive's Architectural Drawings collection.

Audio-visual: Mr. Hart's recorded exit interviews (1990-09-11) removed to the Archive's audio cassette collection.

Processing: Ethel McNaughton, 1994; Laura MacNewman, 2016



HISTORY

The administrative records of the office of Assistant to the President for Special Projects at Cranbrook Educational Community were created and maintained at Cranbrook House in Bloomfield Hills, Michigan, by Michael Boisvert (1984-85) and David Hart, (1986-93).

The position “Assistant to the President for Special Projects” was created for David Hart, who held that title between 1986 and 1993. Prior to that time, in 1984-85, a similar position was held by Michael Boisvert. Both of these individuals reported directly to Lillian Bauder, President of Cranbrook Educational Community, although for a period of approximately two years, Hart reported to the Vice-President of Finance and Administration, the chief financial officer of Cranbrook.

The position of Assistant to the President for Special Projects terminated in 1993 when David Hart left. The duties and uncompleted projects of this office were transferred to the Facilities and Operations Division of Cranbrook Educational Community.

SCOPE AND CONTENT

This collection of records comprises the internal strategic planning and external consultant master planning for institutional and campus development of Cranbrook Educational Community and its divisions. A few files date from as early as 1975, but most were created between 1983 and 1993. The files include material relating to specific building and improvement projects, enrolment studies, fund-raising, grants and building usage. Ad Hoc committees were formed to appraise existing uses and future use of buildings in the Cranbrook Educational Community, which were submitted and approved by the Board of Trustees. Included is the correspondence, reports, minutes and proceedings of several key committees.

The collection has been organized into five (5) series mostly reflecting institutional structure: **Cranbrook Educational Community, Cranbrook Academy of Art/Cranbrook Art Museum, Cranbrook Institute of Science, Cranbrook Schools, Homestead Properties, and Photographic.** The files and their contents are arranged chronologically within each series.

SERIES I: Cranbrook Educational Community contains records relating to the whole community. It is divided into six sub-series: **Administration, Financial, Planning, Projects, Publications, and Public Relations.** The **Administrative** series is divided into five (5) sub-subseries: **Organization, Board of Trustees, Committees,**

Correspondence and **Strategic Planning**, which include governance records, minutes, and internal audit and in-house planning documents. The **Financial** series is divided into two (2) subseries: fundraising (predominantly state grant funding) and planning. The **Planning** series contains documents produced by/in association with Hellmuth, Obata and Kassabaum, Inc., architectural consultants who provided master planning guidance between 1984 and 1986. The **Project Files** series is divided into two (2) subseries: **Facilities** and **Woodward Entrance**. The **Publications** series contains internal reports and published articles about Cranbrook.

SERIES II: Cranbrook Academy of Art/ Cranbrook Art Museum is small and contains no subseries.

SERIES III: Cranbrook Institute of Science is divided into four (4) subseries: **Administrative, Financial, Planning** and **Publications**.

SERIES IV: Cranbrook Schools is divided into 5 subseries. The **Administrative** series is divided into sub-subseries: **Committees** and **Strategic Planning**, which focuses predominantly on enrollment studies. The **Financial** series is small and contains fundraising and planning records. The **Planning** series contains documents created by various external consultants related to schools development according to community needs. The **Projects** series is divided into three subseries: **Brookside School, Cranbrook Kingswood Upper** and **Vaughn School**. As the consolidation of Cranbrook and Kingswood Schools occurred early in the time range of this collection, the title Cranbrook Kingswood School is used throughout.

SERIES V: Homestead Properties is divided into four (4) subseries: **Administrative, Financial, Projects** and **Publications**. The **Administrative** series is divided into two sub-subseries: **Committees** and **Correspondence** both of which focus largely on the Composarium and the uses of Thornlea. The **Financial** series contains records related to Michigan Equity Program grant funding for restoration of the Greek Theatre and Actors' Court. The **Projects** series is divided into three sub-subseries: **Composarium, General** and **Greek Theatre and Actors' Court Restoration**. The **Publications** series is small, containing publications related to St. Dunstan's and the Greek Theatre.

SERIES VI: Photographic contains photographs, negatives and slides relating to the Woodward Entrance Design Competition and illustrations for the Cranbrook Vision publication.

RELATED COLLECTIONS

- CEC President's Office: Dr. Lillian Bauder Records (1991-16)

Box Number--Description

SERIES I: Cranbrook Educational Community

Subseries 1: Administrative

Box 1

Sub-subseries: Organization

1. Cranbrook Reorganization, 1973
2. Bylaws of CEC Divisions, 1974-1985
3. Mission Statements, 1983-1985
4. Organization Tree, 1985-1987
5. Bylaws Planning and Review, 1989-1990
6. Bylaws Draft Amendments, 1990

Sub-subseries: Board of Trustees

7. Ad Hoc Committee on Structure at Cranbrook Report, Jan 1984
8. Buildings and Grounds Development Committee, 1985-1986
9. Buildings and Grounds Development Committee, 1985-1986
10. Finance Committee, 1985
11. Long Range Planning Committee, 1983
12. Long Range Planning Committee, Jan 1985
13. Long Range Planning Committee, Feb 1985
14. Long Range Planning Committee, Mar 1985
15. Long Range Planning Committee, Apr 1985
16. Long Range Planning Committee, May 1985
17. Long Range Planning Committee, Jun 1985
18. Long Range Planning Committee, Jul 1985
19. Long Range Planning Committee, Sep 1985
20. Long Range Planning Committee, Oct 1985
21. Long Range Planning Committee, Oct-Dec 1985
22. Long Range Planning Committee, Jan 1986
23. Long Range Planning Committee, Apr 1986
24. Long Range Planning Committee, May 1986
25. Long Range Planning Committee, Aug 1986
26. Long Range Planning Committee, Sep 1986
27. Long Range Planning Committee, Oct 1986
28. Long Range Planning Committee, Jan 1989
29. Long Range Planning Committee, Apr 1989
30. Long Range Planning Committee, Jun 1989
31. Long Range Planning Committee, Dec 1989
32. Long Range Planning Committee, Feb 1990
33. Long Range Planning Committee, Mar 1990
34. Long Range Planning Committee, Apr 1990

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35. Long Range Planning Committee, May 1990
36. Long Range Planning Committee, Jun 1990
37. Plenary Session, Jan 20, 1987
38. Plenary Session Slide Planning, Nov. 1988
39. Plenary Session, Nov 22, 1988

Sub-subseries: Committees

- 40-47. Ad Hoc Woodward Access Committee, 1987-1988
48. Woodward Access Meeting, MDOT, Mar 20, 1987
49. Woodward Access Meeting, Van Deusen, Jul 14, 1987
50. Woodward Access Meeting, Neighbors, Nov. 29, 1988
- 51-54. Administrative Council, Feb-Aug 1985
55. Administrative Committee HOK Meeting, May 9-10, 1985, St. Louis
56. Environmental Task Force, 1990-1991
57. Limited Partnerships Committee, Apr-May 1984
58. Master Plan Advisory Committee, May-Jun 1985

Box 2

- 1-2. President's Office Staff Meetings, 1985-1987
3. President's Council Retreat, Sep 1988

Sub-subseries: Correspondence

4. Michael Boisvert, 1985
5. Architects, 1985-1991 [not selected]
6. Senator Richard Fessler, 1986-1988
7. Senator Jack Faxon, 1986-1990
8. Representative Judith Miller, 1987-1989
9. City of Bloomfield Hills Commission, 1987
10. Landmark Status, 1987-1990
11. Oakland County Profile Book, 1989-1991

Sub-subseries: Strategic Planning

12. Temporary Exhibits Program, 1978-1985
13. Cranbrook Plan, 1980-1989
14. Housing and Staffing Assignments, 1981-1991
15. Project Development, 1982-1985 [Boisvert]
16. Environmental Scan – Oakland County Economic Statistics, 1984-1989
17. Weekly Reports, Jan-Jun 1985 [M. Boisvert]
18. Announcement of Master Planning Process, Mar 1985
19. Weekly Reports, Jul-Dec 1985 [M. Boisvert]
20. Master Planning Process, Jul-Oct 1985
21. Master Plan Priorities, 1984-1985 [Jul 1984-Feb 1986]
22. Divisional Profiles, 1985-1986 [Background Information]

Box 2 (Cont'd)

23. Divisional Profiles, 1985-1986 [Draft]
24. Divisional Profiles, 1985-1986
25. Plan of Action Working Files, 1985-1986
26. Plan of Action, 1985-1986
27. Articles for Environmental Scan, 1985-1990
28. Environmental Scan I, 1985-1990
29. Environmental Scan II, 1985-1990 [Demographics]
30. Master Plan Reference Documents, 1985-1986 [Strategic Position]
31. C.E.C. Masterplan Documentation (1) 1985-1986 [Review]
32. C.E.C. Masterplan Documentation (2) 1985-1986 [Profile]
33. C.E.C. Masterplan Documentation (3) 1986 (Repair and Restoration)
34. Master Plan Working Papers, 1985-1986 [Jun 1985-Jun 1986]
35. Mission Statements (Revised), 1985-1986
36. Ancillary Groups Planning, Apr 1985
37. Ancillary Groups Planning, Apr 1986
- 38-39. Ancillary Groups Questionnaires, Apr 1986
40. Ancillary Group Report, May 1986

Box 3

1. Mission Statements and Strategy, Jun 1986
2. Master Plan Draft and Storybook Mock-up, Jun 1986
3. Master Plan First In-House Draft, Jun 1986
4. Master Plan Sections and Divisional Tasks, Jun-Nov 1986
5. Master Plan Working Papers, 1985-1986 [Sep-Dec 1986]
6. Divisional Revisions of Master Plan Draft, Aug 1986
7. Master Plan Draft, 'The Cranbrook Vision,' Aug 1986
8. Master Plan Drafts with Revisions, Sep 1986
9. Master Plan Sections, Oct 1986
10. Master Plan Draft, 'The Cranbrook Vision,' Oct 1986
11. Masterplan Timelines, 1987
12. Launch of 'The Cranbrook Vision,' 1987 [Jan 1987-Mar 1989]
13. State Lobbying Strategies, 1987-1989
14. Public Officials (Local, State and National), 1987-1991
15. 'Clearing the Air Act' 1987 [No Smoking Legislation]
16. Public Act 170 of 1987
17. Oakland County Business Survey, 1988
18. Bloomfield Hills City Commission, Oct. 11, 1988
19. Goals and Objectives, 1988-1989
20. Divisional Profiles, 1988-1989
21. 'Realizing the Cranbrook Vision,' 1988-1989 [Drafts]
22. Masterplan Timelines 1988-1996
23. Michigan Youth Corps, 1989
24. Comparable Institutions, 1989

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25. Divisional Profiles, 1989-1990
26. Potential Architect Proposals, 1989
27. Potential Architect Proposals, 1990
28. Michigan Cultural Bond Authorization Act 1990
29. Goals and Objectives, 1990-1993
30. Environmental Scan – Oakland County Economic Statistics, 1990-1992
31. Internal Review, May 1990-Apr 1993
32. Environmental Scan III, 1990-1993
33. Potential Architect Proposals and Selection, 1991
34. Potential Architect Proposals, 1992
35. Three Year Profile, 1992-1996
36. Long Range Plan, Jan-Nov 1992
37. Long Range Plan, Dec 1992
38. Long Range Plan, Feb-Mar 1993

Subseries 2: Architectural Advisory Council**Box 4****Sub-subseries: Administration**

1. Policies and Procedures, 1989-1993
2. Membership and Organization, 1990-1993

Sub-subseries: Meetings

- 3-19. Minutes, Jan 1990-Oct 1992

Sub-subseries: Projects

20. Brookside School Expansion – Architectural Plans, n.d. [shows 1918-1964 modifications]
21. Brookside School Expansion – Architect Selection Process, May-Jul 1990
22. Brookside School Expansion – Architect Selection Process, Aug-Oct, 1990
23. Brookside School Expansion – Architect Selection Process, Nov 1990-Mar 1991
24. CAA New Studios – Architectural Planning Background Materials, 1989
25. CAA New Studios – Correspondence, Selection of Architect, Jun-Dec 1990
26. CAA New Studios – Correspondence, Selection of Architect, Jan 1991-Jan 1992
27. CEC Landscape and Parking – Planning, 1990
28. CEC Campuswide – Architects and Consultants, c.1991-1992
29. CIS Renovation and Expansion – Background Materials (Saarinen), 1959-1990
30. CIS Renovation and Expansion – Planning (HOK), 1984-1990

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31. CIS Renovation and Expansion – Correspondence – Selection of Architects, Jul-Dec 1990
32. CIS Renovation and Expansion – Correspondence – Selection of Architects, Jan-Aug 1991
33. CIS Renovation and Expansion – Travel – Selection of Architects, 1990-1992
34. Woodward Entrance – Guidelines for Design Competition, Feb 1990
35. Woodward Entrance – Design Competition, George Baird Meeting, Mar 5, 1990
36. Woodward Entrance – Design Competition, George Baird Materials, 1990
37. Woodward Entrance – Design Competition, Planning, 1991
38. Woodward Entrance – Design Competition, Architectural Base Plan for Competitors, Nov 1991
39. Woodward Entrance – Design Competition, Competitor Profiles, 1992
40. Woodward Entrance – Design Competition, Juror Biographies, 1991-1992
41. Woodward Entrance – Design Competition, Correspondence, 1990
42. Woodward Entrance – Design Competition, Correspondence, 1991
43. Woodward Entrance – Design Competition, Correspondence, 1992
44. Woodward Entrance – Design Competition, Correspondence, Nov 1992-Mar 1993 [Architectural Model Submissions]
45. Woodward Entrance – Machado and Silvetti, Correspondence, May-Aug 1992
46. Woodward Entrance – Machado and Silvetti, Profile Materials, 1990-1992
47. Woodward Entrance – Publication: Article in ‘Competitions’, 1993

Subseries 3: Financial

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Sub-subseries A: Fundraising

1. Pooled Income Fund, 1975-1977
2. Historical Preservation Funding Sources, 1977-1983
3. Development Budget, 1978-1986
4. Development Profile, 1980-1986
5. Bentz, Whaley, Flessner and Associates, Inc., 1985
6. Individual, Corporate and Foundation Gifts, 1985-1992
7. State Senate Hearings. Correspondence, 1985-1986
8. State Senate Hearings. Planning, Sep-Dec 1985
9. State Senate Hearings. Targeted Projects -- General, 1985-1986
10. State Senate Hearings. Targeted Projects -- Security, 1985
11. State Senate Hearings. Targeted Projects – Sculpture Treatment, 1985
12. State Senate Hearings. Targeted Projects – Water System, 1985
13. State Senate Hearings. Economic Impact Analysis, 1985
14. State Senate Hearings. Meeting at Cranbrook, 22 Nov 1985

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15. State Senate Hearings. State Appropriation Reports, 1986
16. TAFT, Inc., Donor Overlap Study, 1983-1985
17. TAFT, Inc., Revised Contracts, 1985
18. TAFT, Inc., Assessments, 1985
19. TAFT Inc., Report and Recommendations on Capital Fund Raising, Oct. 1985 [Draft]
20. TAFT Plan, Capital Fundraising Campaign, Mar 1986
21. Michigan Equity Program, Water System Grant – Preparation, Jul-Sep, 1986
22. Michigan Equity Program, Water System Grant – Bloomfield Twp. Resolutions, Oct 1986
23. Michigan Equity Program, Water System Grant – Contract with Bloomfield Hills, Oct 1986
24. Michigan Equity Program, Water System Grant – Application and Approval, Oct 1986-Apr 1987
25. Michigan Equity Program, Water System Grant – Signed Agreement, Apr 1987
26. Michigan Equity Program, Water System Grant – Progress Reports, Jan-Jun 1987
27. Michigan Equity Program, Water System Grant – Progress Reports, Sep 1987-Sep 1988
28. Michigan Equity Program, Water System Grant – Dedication, 6 Jun 1988

Sub-subseries B: Planning

29. Repair and Restoration Projects, 1983-1992
30. Capital Campaign Priorities, 1985
31. Masterplan Costs, May 1985
32. Funding Needs and Strategy, May-Jul 1985 [HOK]
33. Five Year Financial Projections – Divisional Data, May-Dec 1985
34. Repair and Restoration Revised Budget, May-Dec 1985 [HOK]
35. Master Plan Costs, Jun 1985
36. Financial Projections for Master Plan Options, Jun 1985-Feb 1986
37. Five Year Financial Forecast – Set 1, Jul 1985
38. Estimated Energy Savings, Aug 1985 [HOK]
39. Five Year Financial Forecast – Set 2, Aug 1985
40. Master Plan Costs, Jun-Dec 1985
41. Master Plan Costs, Jan-Apr 1986
42. Five Year Financial Forecast – Set 3, Sep 1985
43. Payments to Helmuth, Obata & Kassenbaum, 1985-1987
44. Touche Ross Master Plan Operating Cost Analysis, Nov 1985
45. Key Documents, 1985-1986
46. Ancillary Groups – Income and Expenditure Analysis, 1986
47. Five Year Financial Forecasts, 1986

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48. Unrelated Business Income Tax, 1988
49. Financial Modeling, 1988
50. Financial Projections, 1988-1991
51. Operating Costs Analyses for Master Plan Projects, Oct 1988
52. Cost estimates for Site Plan Model, 1989
53. Three Year Financial Forecast, 1990-1994

Box 6

1. Masterplan Financial Forecasts, 1991-1994 [Central]
2. Masterplan Financial Forecasts, 1991-1994 [Divisional]
3. Projected Budget and Institutional Comparisons, 1991
4. Operating Costs Analysis, Feb-Jun 1993

Subseries 4: Planning - Hellmuth, Obata and Kassabaum, Inc.

5. Public Relations Package, 1984
6. Facility Program, Aug 1984
7. Masterplan, Nov 1984 [First Submission]
8. Correspondence and Proposals, Sep 1984-Apr 1985
9. Masterplan Proposals, 1984-1985 [Dec 1984-Jun 1985]
10. Selection and Agreement, Dec 1984-Apr 1985
11. Program Planning, Feb-Apr 1985
12. Master Planning Meetings, Feb-May 1985
13. Master Planning Goals, 1985
14. Summaries of Interviews, Mar-Apr 1985
15. Attendance Questionnaires, May 1985
16. Annotated Bibliography, Apr 1985
17. Interviews with Staff, Apr-Sep 1985
18. Evaluation of Cranbrook Schools, May-Jul 1985
19. Interviews with Staff, Sep 1985
20. Evaluation of Master Plans I and II, Jun 1985
21. Master Planning Meetings, Jun-Jul 1985
22. Master Planning Meetings, Aug 1985
23. Correspondence re: Site Plans, Aug-Nov 1986
24. Master Planning Meetings, Sep-Nov 1985
25. Master Plan Scrapbook, Mar 1987-Sep 1989
26. Master Plan Process Review, Apr 1987
27. Site Plans, Aug-Sep 1987
28. Gyo Obata Visit to Cranbrook, Jan 1989

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Subseries 5: Projects

Sub-subseries: Facilities

29. Computer System, 1984-1985
30. Horticultural Plan, 1985
31. Mailroom Procedure and Postage Equipment, 1985
32. Archive-related, 1985
33. Restoration of Rowboat "Nellie", c. 1986
34. Cable Studio, 1987-1990
35. Construction Projects, 1988-1989
36. Auto Court Renovation, 1989
37. Food Service Management, 1990-1991

Sub-subseries: Woodward Entrance

38. Transportation Study, 1984 [Wilbur Smith and Associates]
39. Barton Aschman Associates, Inc. Traffic Study, 1984-1986
40. Legal and Planning Advice, 1985
41. Taubman Property Purchase, Jul-Dec 1985
42. Access Issues, 1985-1988
43. Access Route Options and Issues, 1985
44. Master Planning Process, 1985-1986
45. Design Issues, 1986
46. Cost Estimate Summary, 1986
47. Bloomfield Hills City Commission, 1986
48. Project Timeline, 1986-1987
49. Cost Estimate, 1987
50. Study of Development Options for Woodward, 1988 [Plante & Moran]
51. Design Competition, 'A New Entrance for Cranbrook', 1990-1991 [Baird Sampson]
52. Design Competition, 'A New Entrance for Cranbrook' Brochure, Nov 1991 [Baird Sampson]

Subseries 6: Publications

Box 7

1. Development Annual Report, 1982-1983
2. Hellmuth, Obata & Kassabaum – Cranbrook Master Plan, c.1986
3. Michigan Recreational Brochures, 1987 [featuring Cranbrook]
4. Birmingham-Bloomfield Lifestyle, 1989-1990 [Korab interview]
5. 'A New Era for Cranbrook' *Inland Architect*, Mar/Apr 1992

Subseries 7: Public Relations

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6. Office of Development and Public Relations, 1984-1987
7. Press Releases, 1984-1985

SERIES II: Cranbrook Academy of Art/Cranbrook Art Museum

8. Survey of Facilities, Aug 1976 [Barton Malow Construction Services Division]
9. CAA Institute Profile and Basic Institutional Data, Spring 1979 Report
10. Long Range Planning, 1979-1986
11. Governors Space Study, 1983
12. Strategic Position Report, Jul 1985
13. Cranbrook Vision Reference Documents, 1985-1986 [Strategic Position]
14. Five Year Financial Projection, 1986-1991
15. New Studios/Renovation, 1988-1991

SERIES III: Cranbrook Institute of Science

Subseries 1: Administration

Sub-subseries: Board of Governors

16. Report to the Board of Governors and Administration of CIS, Mar 1985 [Bentz, Whaley, Flessner & Associates, Inc.]
17. Board of Governors Meetings, Jun-Jul 1985

Sub-subseries: Committees

18. Renovation and Expansion Committee, 1985-1986

Sub-subseries: Strategic Planning

19. Cranbrook Vision Reference Documents, 1985-1986 [Strategic Position]
20. Capital Improvements, 1981-1985
21. Exhibit Planning, 1989

Subseries 2: Financial

22. Five Year Financial and Programmatic Projections, Aug 1985
23. State Appropriation Request, Nov 1985
24. Operating Budget Projections, 1985-1990 [5 Scenarios]
25. State Appropriation Request Correspondence, 1987 [Feb-Dec 1987]
26. Michigan Science Museum Collaborative State Appropriation Requests, Oct 1987
27. State Appropriation Request Correspondence, 1988 [Jan-Apr 1988]

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28. Michigan Science Museum Collaborative State Appropriation Requests, Oct 1988
29. State Appropriation Request Correspondence, 1989 [Mar-Nov 1989]
30. State Appropriation Request Correspondence, 1990 [Jan-Apr 1990]
31. Michigan Science Museum Collaborative State Appropriation Requests, Sep 1990

Subseries 3: Planning

32. Hellmuth, Obata & Kassabaum Facility Program, 1984
33. Hellmuth, Obata & Kassabaum Interview Summaries, Apr 1985
34. Hellmuth, Obata & Kassabaum Space Needs Analysis, May 1985
35. Hellmuth, Obata & Kassabaum Contract, 1985-1986
36. Touche Ross Competitive Positioning Study, Jun 1986
37. Oakland Science Center, 1988-1989
38. Gerard Hilferty & Associates Interpretive Planning Report, Mar 1989 [Draft]
39. Gerard Hilferty & Associates Interpretive Planning Report, Jun 1989
40. Potential Contractor Proposals, 1989-1992
41. Potential Architect Proposal – Saunders Schultz, 1990
42. Steven Holl Architects Renovation and Expansion Proposal, 1991

Subseries 4: Publications

43. Leaflets and Board of Governors' Directory, 1984
44. Renovation and Expansion News and Views, Sep 1989-Mar 1990

SERIES IV: Cranbrook Schools**Subseries 1: Administration****Sub-subseries: Board of Governors**

45. Ad Hoc Committee on School Expansion, 1974 [Mar-Oct 1974]
46. Board of Governors Ad Hoc Committee on Coordination, 1976
47. Report to the Governors on Special and Summer Programs, 1984
48. Report of the Independent Committee on Admissions Policies in the Cranbrook Schools, Apr 1985
49. Schools Organization Chart, Oct 1985
- 50-55. Buildings and Grounds Committee Meeting, Jan 1985-Jan 1986
56. Meeting Minutes, 13 Apr 1988

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Sub-subseries: Committees

57. Academic Advising Committee, Jan 1985
- 58-62. Administrative Council Meeting, Oct 1987-Mar 1988
63. Admissions Committee for Reorganization, Apr 1985
64. Athletic Sub-Committee Report and Recommendations, 1985
65. Campus Life Committee, Jun 1985
66. College Counseling Sub-Committee, Jan 1985
67. Faculty Council Minutes, 1985 [Feb-May 1985]

Box 8

1. Long Range Planning Sub-Committee Memberships, May 1982
2. Long Range Planning Report, Jun 1984 [Draft]
3. Long Range Planning Report, Jun 1984
4. Long Range Planning – School Libraries, Jan 1985
- 5-9. Long Range Planning Committee, Jan-Dec 1985
- 10-17. Enrollment Task Force, Jul 1987-Jun 1988
18. Enrollment Task Force -- Report Summary and Materials, 1986-1987
[Demographics]
19. Enrollment Task Force -- Report Summary and Materials, 1988
[Demographics]
20. Enrollment Task Force -- Goals and Objectives, 1989-1990

Sub-subseries: Strategic Planning

21. Bus Transportation, 1966-1969
22. Bus Transportation, 1970-1972
23. Bus Transportation, 1973-1985
24. Report of the Superintendent's Advisory Committee, Bloomfield Hills Schools, May 1978 [Declining Enrollment]
25. Bloomfield Hills Committee for Quality Education, c.1978
26. Declining Enrolment Study Committee Report, Birmingham Public Schools, 1979
27. Declining Enrolment Study Committee Report, Bloomfield Hills Schools, 1980-1981
28. Enrollment Analysis, 1980-1985
29. Enrollment Study Background Tables and Draft, 1980-1985
30. Forecasts for Long Range Planning, 1980-1985 [Enrollment Task Force]
31. Nationwide Statistics (NAIS), 1980-1985 [Enrollment Task Force]
32. Bloomfield Hills School District -- Projection of School Enrollment, 1981
[Enrollment Task Force]
33. Bloomfield Hills School District -- Projection of School Enrollment, 1982
[Enrollment Task Force]
34. Enrollment History and Projections, 1982-1991

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35. Bloomfield Hills School District -- Projection of School Enrollment, 1983 [Enrollment Task Force]
36. Bloomfield Hills School District -- Projection of School Enrollment, 1984 [Enrollment Task Force]
37. Room Utilization – Kingswood, 1984
38. Enrollment Comparison, 1984/85-1985/86
39. Personnel Policies – Faculty, 1985
40. National Association of Independent Schools Admissions Survey, 1985
41. Cranbrook Vision Reference Documents, 1985-1986 [Strategic Position]
42. Teachers' Insurance and Annuity Association/College Retirement Equities Fund, 1986
43. Enrollment Trends, 1986-1987
44. Graduation Ceremony, 'Wagner Issue,' Jun 1989

Subseries 4: Financial

45. Hellmuth, Obata & Kassabaum, Development Cost Estimates, 1985
46. Endowment for Schools, 1985
47. Fundraising and Development, 1985
48. Kingswood Capital Campaign, 1985
49. Budget Planning and Proposals, 1985-1986
50. Enrollment Revenue and Proposed Expenditure, 1989-1990

Subseries 5: Planning**Box 9**

1. George Baird – Proposal for a Programming Study, Jul-Sep 1990
2. George Baird – Programming Study Drafts, 1990
3. George Baird --Programming Study, Feb 1991
4. Hellmuth, Obata & Kassabaum -- Interviews, 1985
5. Hellmuth, Obata & Kassabaum – Master Planning, May 1985
6. Potential Architect Proposals, 1988
7. Potential Architect Proposals, 1990-1992
8. Stanton Leggett and Associates, Space Utilization -- A Summary, Oct 1981
9. Stanton Leggett and Associates, Space Utilization Report, Oct 1981
10. Touche Ross -- Competitive Positioning Study Correspondence, Feb-Jul 1985
11. Touche Ross -- Competitive Positioning Study Correspondence, Aug-Sep 1985
12. Touche Ross -- Competitive Positioning Study Correspondence, Oct 1985-Mar 1986
13. Touche Ross – Competitive Positioning Study [Draft], 1985

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14. Touche Ross – Competitive Positioning Study [Draft], Oct 1985
15. Touche Ross – Competitive Positioning Study, Nov 1985
16. Yee Minard Market Research, May-Jun 1985

Subseries 6: Projects

Sub-subseries: Brookside School

17. Expansion Correspondence, 1983-1984 [Nov 1983-Jul 1984]
18. Playground Restoration, 1984 [May 1984-Sep 1985]
19. Expansion Correspondence, Jan-Apr 1985
20. Technical Assistance Report, Mar 1985
21. Pavement Restoration, 1986 [Apr-Sep 1986]
22. Pavement Restoration, 1986 [Agreements]
23. Early Childhood Development Center, Preliminary Code Review, Jan 1987
24. TMP Associates, Slides for Headmaster's House, Jun 1987
25. Presentation to the Architectural Advisory Council, 1990 [Venturi, Scott Brown and Associates]
26. Expansion Vol. I: Project Approach, 1990
27. Expansion Vol. II: Project Organization, 1990

Sub-subseries: Cranbrook Kingswood Upper School

28. Athletic Center, 1985-1987
29. Athletic Center, 1988-1991
30. Consolidation Process, 1986-1987 [Mar-Jan 1987]
31. Kingswood School Roof, 1931-1985
32. Kingswood School Renovations, 1985
33. Performing Arts Center Feasibility Study, 1979-1980
34. Performing Arts Center Planning, 1982-1983
35. Performing Arts Center, 1985-1986
36. Performing Arts Center Plan, Nov 1988 [TMP Associates]
37. TMP Associates Master Plan Design Manual, 1982

Sub-subseries: Vaughn School (Boys Middle School)

38. A Preliminary Assessment of the Probable Financial Implications of Acquiring Vaughn School, 1978
39. Vaughn School Committee Report and Library Proposal, Feb 1980
40. Independent School Management Market Study Report, Mar-Apr 1980
41. Independent School Management Market Study Appendices, Mar-Apr 1980
42. Enrollment and Financial Projections, Jun 1980
43. Vaughn School Project Notebook, Sep 1980
44. Co-educational or Single-Sex Organization, 1981-1982

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45. Consideration of Option to Purchase, Feb-Jun 1983
46. In-House Market Study, 1985 [M. Boisvert]

Subseries 7: Publications

47. Brookside School Brochure, 1984-1985
48. Cranbrook Kingswood School Brochure, 1984/1985
49. Cranbrook Middle School Brochure, 1984-1985
50. Crane Clarion, Sep 1984, Mar 1985
51. Parents Newsletter – Cranbrook Kingswood, Nov 1985-Jan 1986
52. 'The View Point,' 1989-1990 [Bloomfield School District Newsletter]
53. Briefs – Birmingham Public Schools, 1990

SERIES V: Homestead Properties**Subseries 1: Admin****Box 10****Sub-subseries: Committees**

- 1-13. Composarium Committee Meeting, Sep 1984
14. Cranbrook House Staff Meetings, 1985-1987
15. Long Range Planning – Cranbrook House and Gardens Auxiliary, 1985

Sub-subseries: Correspondence

16. Actors' Court, May 1983
- 17-24. Composarium, 1984-1987 [Jul-Nov 1984]
25. Uses of Cranbrook House, 1983-1984
- 26-29. Uses of Thornlea, 1987-1991

Subseries 2: Financial

30. Michigan Department of Commerce Sesquicentennial Grant – Greek Theatre Architectural Fees, 1988
31. Michigan Department of Commerce Sesquicentennial Grant – Progress Reports, 1988-1989
32. Michigan Equity Program, Greek Theatre and Actors' Court Restoration Grants, 1989-1991
33. Michigan Equity Program, Greek Theatre Restoration – General, 1987
34. Michigan Equity Program, Greek Theatre Restoration – City of Bloomfield Hills Resolution and Agreement, 1988
35. Michigan Equity Program, Greek Theatre Restoration – Application and Approval, 1988

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36. Michigan Equity Program, Greek Theatre Restoration – Signed Agreement, 1989
37. Michigan Equity Program, Greek Theatre Restoration – Correspondence, 1989 [Feb-May 1989]
38. Michigan Equity Program, Greek Theatre Restoration – Correspondence, 1989-1990 [Aug 1989-Nov 1990]
39. Michigan Equity Program, Greek Theatre Restoration – Progress Reports, 1989-1990
40. Michigan Equity Program, Actors' Court Restoration – City of Bloomfield Hills Resolution and Agreement, 1989
41. Michigan Equity Program, Actors' Court Restoration – Application and Approval, 1989-1990
42. Michigan Equity Program, Actors' Court Restoration – Correspondence, 1989-1990
43. Michigan Equity Program, Actors' Court Restoration – Signed Agreement, 1990
44. Michigan Equity Program, Actors' Court Restoration – Progress Reports, 1990

Subseries 3: Projects**Sub-subseries: Composarium at Thornlea**

45. Background Materials, 1976-1984
46. Planning, 1985
47. Public Relations Counselors, Inc. Planning, 1985
48. Planning, 1986
49. Report on the Proposed Composarium at Thornlea, Oct 1986
50. Composer's Day, Aug 26, 1987
51. Planning, 1987
52. Newsclippings and Articles, n.d. [Copies]

Sub-subseries: General

53. Hedgegate Renovation, 1985
54. Mill Race Flooding Problem, 1984-1985
55. Robin Hill (Headmistress' House) Plans, 1985
56. Tower Cottage Visitors' Center, 1985
57. Uses of Thornlea, 1987 [Brochures]

Sub-subseries: Greek Theatre and Actors' Court Restoration

58. Quinn Evans Contract 1988
59. Quinn Evans Schematic Design Report Summary, 1989 [Drafts]
60. Quinn Evans Schematic Design Report Summary, 1989
61. Re-dedication, Sep 1991 [1990-1992]

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62. Strategic Planning, 1986-1988
63. Strategic Planning, 1989

Subseries 4: Publications

64. Inland Architect Article on the Greek Theatre Restoration, 1990-1991
65. St. Dunstan's Guild 50th Anniversary, 1982

SERIES VI: Photographic

Box 11

1. CEC: Cranbrook Vision Illustrations, 1985
2. CEC Architectural Advisory Council: Woodward Entrance Design Competition – Machado and Silvetti, 1992
3. CEC Architectural Advisory Council: Woodward Entrance Design Competition – Submission Exhibit, 1992-1993 [Photographs and Negatives]
4. CEC Architectural Advisory Council: Woodward Entrance Design Competition – Submission Model Exhibit, 1992-1993 [Photographs and Negatives]