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

(1974-1993)
9 linear ft.

<table>
<thead>
<tr>
<th>Acquisition Number:</th>
<th>1993-09</th>
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<tbody>
<tr>
<td>Acquisition:</td>
<td>Transferred from David Hart on June 23, 1993.</td>
</tr>
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<td>Photographs:</td>
<td>In Slide collection under New Woodward Arrival Entrance.</td>
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<tr>
<td>Drawings:</td>
<td>Architectural specifications and drawings removed to Cranbrook Archive’s Architectural Drawings collection.</td>
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<tr>
<td>Audio-visual:</td>
<td>Mr. Hart’s recorded exit interviews (1990-09-II) removed to the Archive’s audio cassette collection.</td>
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<td>Processing:</td>
<td>Ethel McNaughton, 1994; Laura MacNewman, 2016</td>
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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)
SERIES I: Cranbrook Educational Community

Subseries I: Administrative

Box 1

Sub-subseries: Organization
1. Cranbrook Reorganization, 1973
2. Bylaws of CEC Divisions, 1974-1985

Sub-subseries: Board of Trustees
7. Ad Hoc Committee on Structure at Cranbrook Report, Jan 1984
10. Finance Committee, 1985
11. Long Range Planning Committee, 1983
12. Long Range Planning Committee, Jan 1985
13. Long Range Planning Committee, Feb 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
22. Long Range Planning Committee, Jan 1986
23. Long Range Planning Committee, Apr 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
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

Sub-subseries: Committees
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
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]

Sub-subseries: Strategic Planning
15. Project Development, 1982-1985 [Boisvert]
17. Weekly Reports, Jan-Jun 1985 [M. Boisvert]
19. Weekly Reports, Jul-Dec 1985 [M. Boisvert]
22. Divisional Profiles, 1985-1986 [Background Information]
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24. Divisional Profiles, 1985-1986
27. Articles for Environmental Scan, 1985-1990
28. Environmental Scan I, 1985-1990
29. Environmental Scan II, 1985-1990 [Demographics]
32. C.E.C. Masterplan Documentation (2) 1985-1986 [Profile]
33. C.E.C. Masterplan Documentation (3) 1986 (Repair and Restoration)
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
8. Master Plan Drafts with Revisions, Sep 1986
9. Master Plan Sections, Oct 1986
11. Masterplan Timelines, 1987
15. ‘Clearing the Air Act’ 1987 [No Smoking Legislation]
17. Oakland County Business Survey, 1988
18. Bloomfield Hills City Commission, Oct. 11, 1988
23. Michigan Youth Corps, 1989
24. Comparable Institutions, 1989
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29. Goals and Objectives, 1990-1993
32. Environmental Scan III, 1990-1993
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-series: Administration

Sub-series: Meetings

Sub-series: Projects
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
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
41. Woodward Entrance – Design Competition, Correspondence, 1990
42. Woodward Entrance – Design Competition, Correspondence, 1991
43. Woodward Entrance – Design Competition, Correspondence, 1992
45. Woodward Entrance – Machado and Silvetti, Correspondence, May-Aug 1992
47. Woodward Entrance – Publication: Article in ‘Competitions’, 1993

Subseries 3: Financial

Box 5

Sub-subseries A: Fundraising
2. Historical Preservation Funding Sources, 1977-1983
7. State Senate Hearings. Correspondence, 1985-1986
Box 5 (Cont’d)
15. State Senate Hearings. State Appropriation Reports, 1986
17. TAFT, Inc., Revised Contracts, 1985
18. TAFT, Inc., Assessments, 1985
20. TAFT Plan, Capital Fundraising Campaign, Mar 1986

Sub-subseries B: Planning
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
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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49. Financial Modeling, 1988
51. Operating Costs Analyises for Master Plan Projects, Oct 1988
52. Cost estimates for Site Plan Model, 1989
53. Three Year Financial Forecast, 1990-1994

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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
10. Selection and Agreement, Dec 1984-Apr 1985
11. Program Planning, Feb-Apr 1985
12. Master Planning Meetings, Feb-May 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
22. Master Planning Meetings, Aug 1985
23. Correspondence re: Site Plans, Aug-Nov 1986
24. Master Planning Meetings, Sep-Nov 1985
27. Site Plans, Aug-Sep 1987
28. Gyo Obata Visit to Cranbrook, Jan 1989
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Subseries 5: Projects

Sub-subseries: Facilities
30. Horticultural Plan, 1985
32. Archive-related, 1985
33. Restoration of Rowboat “Nellie”, c. 1986
34. Cable Studio, 1987-1990
36. Auto Court Renovation, 1989

Sub-subseries: Woodward Entrance
38. Transportation Study, 1984 [Wilbur Smith and Associates]
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
49. Cost Estimate, 1987

Subseries 6: Publications

Box 7
2. Hellmuth, Obata & Kassabaum – Cranbrook Master Plan, c.1986
5. ‘A New Era for Cranbrook’ Inland Architect, Mar/Apr 1992
Subseries 7: Public Relations

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7. Press Releases, 1984-1985

SERIES II: Cranbrook Academy of Art/Cranbrook Art Museum

9. CAA Institute Profile and Basic Institutional Data, Spring 1979 Report

SERIES III: Cranbrook Institute of Science

Subseries 1: Administration

Sub-subseries: Board of Governors
17. Board of Governors Meetings, Jun-Jul 1985

Sub-subseries: Committees
18. Renovation and Expansion Committee, 1985-1986

Sub-subseries: Strategic Planning

Subseries 2: Financial

22. Five Year Financial and Programmatic Projections, Aug 1985
23. State Appropriation Request, Nov 1985
25. State Appropriation Request Correspondence, 1987 [Feb-Dec 1987]
27. State Appropriation Request Correspondence, 1988 [Jan-Apr 1988]
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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
42. Steven Holl Architects Renovation and Expansion Proposal, 1991

Subseries 4: Publications

43. Leaflets and Board of Governors’ Directory, 1984

SERIES IV: Cranbrook Schools

Subseries 1: Administration

Sub-subseries: Board of Governors
46. Board of Governors Ad Hoc Committee on Coordination, 1976
47. Report to the Governors on Special and Summer Programs, 1984
49. Schools Organization Chart, Oct 1985
56. Meeting Minutes, 13 Apr 1988
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Sub-subseries: Committees

57. Academic Advising Committee, Jan 1985
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]

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1. Long Range Planning Sub-Committee Memberships, May 1982
5-9. Long Range Planning Committee, Jan-Dec 1985

Sub-subseries: Strategic Planning

25. Bloomfield Hills Committee for Quality Education, c.1978
26. Declining Enrollment Study Committee Report, Birmingham Public Schools, 1979
29. Enrollment Study Background Tables and Draft, 1980-1985
34. Enrollment History and Projections, 1982-1991
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37. Room Utilization – Kingswood, 1984
38. Enrollment Comparison, 1984/85-1985/86
39. Personnel Policies – Faculty, 1985
42. Teachers’ Insurance and Annuity Association/College Retirement Equities Fund, 1986
43. Enrollment Trends, 1986-1987

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

Subseries 5: Planning

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5. Hellmuth, Obata & Kassabaum – Master Planning, May 1985
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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15. Touche Ross – Competitive Positioning Study, Nov 1985

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Sub-subseries: Brookside School

19. Expansion Correspondence, Jan-Apr 1985
20. Technical Assistance Report, Mar 1985
22. Pavement Restoration, 1986 [Agreements]
23. Early Childhood Development Center, Preliminary Code Review, Jan 1987

Sub-subseries: Cranbrook Kingswood Upper School

28. Athletic Center, 1985-1987
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
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
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
49. Cranbrook Middle School Brochure, 1984-1985
50. Crane Clarion, Sep 1984, Mar 1985
52. ‘The View Point,’ 1989-1990 [Bloomfield School District Newsletter]
53. Briefs – Birmingham Public Schools, 1990

SERIES V: Homestead Properties

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

Sub-subseries: Correspondence
16. Actors’ Court, May 1983

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
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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37. Michigan Equity Program, Greek Theatre Restoration – Correspondence, 1989 [Feb-May 1989]
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

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Sub-subseries: Composarium at Thornlea
45. Background Materials, 1976-1984
46. Planning, 1985
47. Public Relations Counselors, Inc. Planning, 1985
48. Planning, 1986
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
60. Quinn Evans Schematic Design Report Summary, 1989
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63. Strategic Planning, 1989

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

SERIES VI: Photographic

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1. CEC: Cranbrook Vision Illustrations, 1985
2. CEC Architectural Advisory Council: Woodward Entrance Design Competition – Machado and Silvetti, 1992