

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Assistant to the President
Sub-Group: Executive Assistant to the President, Office of the
Series: Correspondence and Memoranda

Record Group no: W403.2
Sub-group no: 2B
Series no: 1

Description of series and contents:

This series consists of the correspondence and memoranda produced by and for the Office of the Executive Assistant to the President who is also the Secretary to the Board of Trustees. The position later became Vice President and Chief of Staff as well as Secretary to the Board of Trustees. Much of the correspondence is notices of Board meetings and the agendas for these meetings. The correspondence and memoranda in this series is organized by calendar year.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda -Includes blank templates	2012
1	2	Correspondence and Memoranda	2013
1	3	Correspondence and Memoranda	2014
1	4	Correspondence and Memoranda <ul style="list-style-type: none">• Topics -Executive Committee of the Board of Trustees Meeting -Notice of Board of Trustees Meeting -Pat Rhyne Retirement Celebration -New Assistant to the President, Tammie Phillips -Ice Cream Social for President Mahony and his family	2015
1	5	Correspondence and Memoranda <ul style="list-style-type: none">• Topics: -Trustee Board Meetings -Drone flying over campus -Statement of the Board of Trustees	2016
1	6	Correspondence and Memoranda <ul style="list-style-type: none">• Topics: -Board of Trustee Meetings -Finance Committee Meeting -June Board of Trustee Meeting	2017
1	7	Correspondence and Memoranda <ul style="list-style-type: none">• Topics: -Meeting Notice	2010
1	8	Correspondence and Memoranda <ul style="list-style-type: none">• Topics: -Finance Committee Meeting notice -Board of Trustee Meetings -Board of Trustee Annual Retreat -Compensation Committee Meeting -Executive Committee Meeting -Freedom of Information Act Request policies -Hurricane Florence Update	2018

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1	9	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Board of Trustee Retreat Schedule -Meetings of the Compensation and Executive Committees of the Board of Trustees -Notice of Board of Trustee meeting -Notice of Trustee Committee on Compensation meeting -Notice of Board of Trustee Committee meeting -Dr. Mahony stepping down as President 	2019
1	10	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Notice of Board of Trustee Meeting -Compensation Meeting -Message from the Chair of the Board of Trustees -Blackboard Collaborate Links to Board Meetings -Board of Trustee Enrollment and Retention Committee Meeting -Executive Committee Meeting -Hynd chosen as Interim President -Notice of Finance Committee Meeting -Board Retreat Plans -Venue Change for meeting 	2020
1	11	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Executive Committee Meeting -Board of Trustee Meeting -Committee on Finance Meeting -Inclement Weather Notice -Presidential Search volunteers 	2021
1	12	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Notice of President Search Committee Meeting -Board of Trustee Meeting -Dr. Edward Serna named 12th President of Winthrop -Board of Trustee Retreat -Executive Committee of Board of Trustees -Agenda for Meeting -Freedom of Information Act requests 	2022
1	13	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Contract Policy -Notice of Board of Trustees Meeting -Title IX Tidbits -Special Meeting of the Board of Trustees 	2023