



The Historical
Society of
Pennsylvania

Collection 3080

Harcum Junior College
Records

1953-2006 (bulk 1980-2001)
23 boxes, 20 vols., 9 lin. feet

Contact: The Historical Society of Pennsylvania
1300 Locust Street, Philadelphia, PA 19107
Phone: (215) 732-6200 FAX: (215) 732-2680
<http://www.hsp.org>

Processed by: Joanne Danifo
Processing Completed: February 2007
Sponsor: The Rittenhouse Foundation
Restrictions: Box 4 folder 14, box 12 folders 1-2 (see pages
12 and 16)
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HSP:

Harcum Junior College
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Abstract

Edith Hatcher and her husband, Octavius Marvin Harcum established Harcum Junior College (originally Harcum Post Graduate School) on October 1, 1915 with the goal of nurturing the individual talents of each student. The first class at Harcum had only three students, but by the second semester the number had already increased to fifteen students and over twenty faculty members. With a growing student population, the college expanded from its one building, Meville Hall, and moved into several buildings on Montgomery Avenue in Philadelphia. Octavius served as the college's first president until his death in 1920, whereupon Edith became the president, a role she would occupy for the next thirty years. In 1952, the school experienced financial troubles and declared bankruptcy. The Junto Adult School purchased Harcum and Philip Klein became the new president. In 1956, Harcum became the first junior college permitted to confer Associate of Arts and Associate of Science degrees. Philip Klein resigned in 1963, but continued to serve on the board of trustees of the college until his death 1982. The college had four presidents in the next twenty years – Michael Duzy; Norma Furst (1983); Narcisa Polonio (1992); and Patricia Ryan (1995). In 2002, Dr. Charles H. Trout ascended to the presidency. He increased course offerings and made the college a co-educational institution; enrollment went from 500 students to 800 students during his tenure. Trout passed away on September 27, 2006 leaving the leadership of the school to the board of trustees.

The Harcum Junior College Records span from 1953 to 2002 with most of the materials dating after 1980. The information found in this collection relates directly to the activities of the board of trustees, the operations of the school, specifically the administration, and there are some financial papers as well.

Background note

Edith Hatcher Harcum (1878-1958) was born in 1878 to William Eldredge Hatcher and his wife August, who were a prominent Virginia educator and pianist, respectively. The six Hatcher children played the piano at a young age and at least three of Edith's siblings went on to distinguished careers. Elizabeth Hatcher Sadler, her brother E.B. Hatcher was an author and professor, and her sister Orié taught at Bryn Mawr from 1903-1915. Edith excelled in the arts, specifically music, and graduated from Women's College in Richmond. For a short time she became the head of the music department at the

ShIPLEY School, but decided to pursue music full-time. During an audition in New York, she met Octavius Marvin Harcum and they were married in 1913 and together they decided to open a school based in their belief that “general education and education for a career are compatible. Specialized vocational courses and liberal arts courses complement each other.” Edith wanted her women’s college to be a place where the individual talents and interests of each student would serve as an integral part of their education. On October 1, 1915, Edith and her husband Octavius opened the Harcum Post Graduate School in Bryn Mawr, Pennsylvania with an initial student body of three women.

Though there were only three students when the school opened, Edith and Octavius strove to provide as many courses as the students desired, including Latin, Greek, English dictation, voice, music appreciation, art, and dance. By the second school term there were over 20 faculty members who taught classes to 15 students. Due to the expanding curriculum and larger student population, the school quickly outgrew its only building, Melville Hall, and began acquiring houses along Montgomery Avenue.

Under the direction of Octavius, who became the school’s first president, Harcum Junior College eventually dissolved its preparatory programs in exchange for junior college-level courses. In 1920, Octavius was killed in a car accident and his wife Edith assumed the presidency, a position she would hold for the next thirty years.

Though enrollment in the school continued to increase, by the early 1950s it became apparent that the school was experiencing financial trouble and in 1952 Edith Harcum declared bankruptcy. Shortly thereafter, the Junto Adult School purchased Harcum and decided to continue its mission as a two year college for women under the leadership of Philip Klein. The school’s new board was compromised of Philip Klein, Henry Klein, and educators from Harvard University and Bryn Mawr College. In 1956, Harcum was honored to be the first junior college in Pennsylvania history to be granted permission to confer Associate of Arts and Associate of Science degrees. Despite his resignation as president in 1963, Philip Klein remained on the college’s board of trustees until his death in 1982.

Upon Klein’s resignation, Michael Duzy became president and began tremendous building projects throughout the campus. Duzy expanded the campus to include the Academic Center, Klein Hall and Pennswood Hall. In 1983 Norma Furst became Harcum’s seventh President. During her time at the school, Harcum celebrated its seventy-fifth anniversary with a wide array of lectures, performances, and banquets. Following Furst’s resignation in 1992, Narcisa Polonio served as president until being asked to leave in 1994.

After Polonio’s removal as president, Patricia Ryan held the position from 1995 to 2002. In 2002 Charles H. Trout became president and quickly took measures to revitalize Harcum Junior College. Prior to his leadership, the college had an enrollment rate of only 500, but by adding new programs and officially making the college co-educational, enrollment increased to over 800 students. In addition to increasing enrollment, Trout developed a long-range plan to expand the college both academically and athletically by

the year 2010. Unfortunately on September 27, 2006, Dr. Trout passed away from complications from Myelodysplastic Syndrome (MDS). Following his death the Executive Board of the Board of Trustees has taken over presidential duties for the time being.

Scope & content

The materials in this collection span from 1953 to 2006 with most of the materials dating after 1980 with few gaps. The papers shed light on board activities and the operations of the college. The main issues in this collection range from curriculum decisions to recording enrollment and alumni statistics of Harcum students to the school's finances, real estate, and legal issues. The materials have been divided into four series – *Board*, *Administration*, *Financial*, and *Miscellaneous*. The largest series is the administration series. Note that the papers of Arthur Klein, the chairman of the board, have been placed in the first series, and they represent a large portion of that series.

The first series, *Board* (1953-2001, n.d.), consists mainly of three groups of papers: committee minutes; the papers of Arthur Klein; and various board correspondence and memoranda. The meeting minutes have been divided according to specific committees within the board of trustees (i.e. executive, nominating, development). Arthur Klein's papers include correspondence regarding the sale of the college's land in Radnor; matters with Delaware Valley Friends School; the debt owed Harcum by Combs College of Music; and other various subjects. Besides debt information, Arthur Klein's papers with Combs College offer information about admissions, finances, trustees meetings, and graduation. For other Combs College papers not directly linked to Arthur Klein see Series 2. A small number of papers belonging to Arthur's father, Philip, and his uncle Henry have also been placed in this series.

Papers pertaining to the presidents of the college, the operations of the college's different departments, and facilities have been placed in the second series, *Administration* (1968-2002, n.d.). There is a wide range of topics represented in this series including enrollment statistics; findings of the school's office of research; strategic planning; sexual harassment and affirmative action policies; and facilities assessments. This series represents the largest portion of the collection mainly due to the reports of the Commission on Higher Education and the Combs College of Music (not directly related Arthur Klein). The correspondence of past presidents Norma Furst, Narcisa Polonio, and Patricia Ryan have been placed in this series.

The third series contains the financial papers (1954-2006, n.d.) of the college. There are investment papers, banking information, endowment papers, and various reports detailing the expenses of the college.

The last series, *Miscellaneous* (1962-2001, n.d.), consists mainly of issues of the alumni magazine *Patches*, college yearbooks, handbooks, course catalogs, newspaper clippings, invitations, and press releases.

Note that three folders (box 4 folder 14 and box 12 folders 1 and 2) that contain legal items have been restricted for 75 years from the date of creation.

Overview of arrangement

Series I	Board, 1953-2001, n.d.	6.5 boxes
Series II	Administration, 1968-2002, n.d.	7.5 boxes
Series III	Financial, 1954-2006, n.d.	6 boxes
Series IV	Miscellaneous, 1962-2001, n.d.	4 boxes

Series description

Series 1. Board, 1953-2001, n.d. (Boxes 1-7)

The main group of papers relating to the board of Harcum Junior College is the meeting minutes, which span from the 1950s to 2001. The minutes have been divided according to committees within the board. Members of the board of the trustees attended the general board meetings as well as their separate committee meetings. The committees within the board of trustees are as follows: executive, finance, development, alumnae, academic affairs, and student affairs. The other board papers that are present in this series are resolutions, by-laws, member lists, reports, correspondence, and memoranda. The reports offer giving information and were issued by the dean of the college.

The papers of Arthur Klein, who served as chairman of the board for many years, have been placed with the rest of the board papers. His papers include correspondence with college presidents and trustees of the college (see Series 2, boxes 7-8 for more correspondence with the presidents of the college); papers regarding the purchase and sale of properties; and matters dealing with Combs College of Music. The land issues include the sale of land in Radnor owned by Harcum Junior College and the purchase of land from Cushing Junior College on October 30, 1982. Klein's papers with Combs College trace the school's real estate sales and moves to different campuses between 1983 and 1985. In 1983, documents reveal that Arthur Klein, a member of the board of trustees, helped Combs College president Helen Braun sell college property at Pelham Road in Philadelphia so that the college could relocate to Bryn Mawr. About two years later while Harcum Junior College was offering Combs College financial assistance, Combs College decided that this financial support was no longer needed and that the school would relocate within the city limits once again. According to correspondence, Combs College decided to move to the Spring Garden College campus on Germantown Avenue around 1985 after being located on the grounds of Harcum Junior College for several years. For other Combs College papers not directly connected to Arthur Klein see Series 2.

Several folders containing the papers of brothers Henry Klein and Philip Klein, who was Arthur's father, have also been placed with Arthur's materials. Philip was the president of Harcum Junior College in the 1950s when the school was purchased by the Junto School and served on the board of trustees from his retirement in 1962 until his death in 1982. His papers consist of art donations and inventories for the

college. His brother Henry was a member of the presidential search committee in the 1980s and his papers relate to the committee's activities.

Series 2. Administration, 1968-2002, n.d. (Boxes 7-14)

The administration papers are comprised of the papers of several Harcum College presidents; institutional plans, studies, and reports; papers relating to the academic community and curriculum; and reports from the Commission on Higher Education. There are three folders that contain the correspondence and other miscellaneous papers of three Harcum Junior College presidents, Narciso Polonio, Patricia Ryan, and Norma Furst. Most of their correspondents were board members and their papers contain information about student affairs, board meetings, finances, and legal matters; Polonio and Ryan's resumes are among these papers.

The legal and real estate papers of Harcum are also in this series. The legal papers outline college policies and procedures regarding issues such as sexual harassment and also court matters. There is also a series of papers regarding the real estate and the tax exemption status of the college. Harcum College also had leases and agreements with Rosemont College, Delaware Valley School, and Chestnut Hill College around 1994. Harcum and Rosemont agreed to share a foreign language program, while Chestnut Hill agreed to certain guidelines concerning the transfer of Harcum students to their college.

The Self Study Reports, institutional strategic plans, and other studies assess the college's operations, curriculum, and offerings. The Self Study Reports, which were done in 1985 and 1996, reviewed the college and its services; the committee conducting the reviews was comprised of faculty members, students, staff, board members, and the administration. There are also several folders containing strategic planning papers and studies that date between 1988 and 2002. Interim site reports, which involved the board of trustees, assessed many aspects of the college – administration, academic affairs, the library system, finances, and facilities.

Statistics, studies, and surveys have also been placed in this administration series, because they offer insight into the college, its students, and its alumnae. There are freshmen enrollment statistics dating from the 1970s to 2002; figures related to transfer students; information about student affairs and career services; continuing education projects (1975-1982); and surveys answered by faculty members, alumnae, and the parents of students. This last group of papers reveals information about how the college was viewed by the members of its community, by asking the following questions: Should the word "junior" be dropped from the name of the school; how do you [parents of students] view the school? One group of papers reports the results of an alumnae questionnaire from May 1974; it lists subsequent schools attended by Harcum alumnae; their current occupations; and if they have recommended Harcum College to high school students.

There are two boxes containing papers related to the Commission on Higher Education and the Middle States Evaluation of both Harcum College and Combs

College. According to the correspondence and other papers in this series, Combs College of Music was indebted to Harcum College and was unable to pay the debt (c. 1986). Also at this time, Combs College lost their Middle States accreditation. Harcum College eventually forgave the debt. There are also papers concerning the relocation of the Combs College of Music from the Harcum Junior College campus to the Spring Garden College Campus in Mount Airy around 1985. See Arthur Klein's papers in Series 1.

Other papers related to the governance of the college are also in this series. There are the college's by-laws; papers related to changing the name of the institution (1993); a faculty handbook (1996); and the articles of incorporation.

Series 3. Financial, 1954-2006, n.d. (Boxes 15-20)

The six boxes of financial papers in this collection span from 1970 to 2006 and are comprised of financial summaries, budget goals and analyses, institutional expenses, bank and investment records, endowment papers, and grant information. Most of the papers in this series postdate 1985. Harcum's expenditures are recorded in the cash flow statements (1986-2001); capital improvement papers; and marketing costs and invoices. The college was constantly evaluating its tuition costs as compared with other local colleges and there are several folders concerning proposed increases. One folder, which contains salary and tuition comparisons for the college, shows that the college's business manager Edward Beda suggested a tuition increase in 1974 from \$1550 to \$1650 in response to the institution's large deficit. Six years later Beda once again suggested a tuition increase to \$2050. Besides papers detailing Harcum's incomes and expenditures, there are also several folders of bank records, banking correspondence, and investment papers; Harcum Junior College had accounts with Jefferson Bank.

Series 4. Miscellaneous, 1962-2001, n.d. (Box 21-24, Volumes 1-19)

This series is comprised mainly of different printed materials, several maps, and other miscellaneous papers. The printed materials include *Harlequin*, Harcum's yearbook and *Patches*, the school's alumni magazine. Invitations, press releases, newspaper clippings, course guides, and school brochures represent the remainder of the printed materials. The press releases and accompanying materials, which date from 2001, announced the appointment of the dean of enrollment management; a leadership conference; and a program allowing senior high school students from Lower Merion school district to attend classes at Harcum. Box 22 folder 5 contains site plans for the college dated July 21, 1999. Note that the last folder with miscellaneous papers and items contains a small, undated Harcum pennant and two photographs of Martin Levitties from the Harcum Junior College graduation ceremony in 1997.

Separation report

None.

Related materials

At other institutions:

Lower Merion Historical Society, David J. Schmidt Collection, 1999- present.

Temple University, Junto Records, 1941-1977.

Bibliography

Harcum College history, http://www.harcum.edu/PS_ABO_History.aspx. (accessed 18 October 2006).

Lower Merion Historical Society. <http://www.lowermerionhistory.org>. (accessed 31 January 2007).

Subjects

Bryn Mawr (Pa.)

College administrators – Selection and appointment

Junior college trustees – By-Laws

Junior college trustees – correspondence

Middle States Association of Colleges and Secondary Schools

Middle States Association of Colleges and Schools – Commission on Higher Education

Philadelphia (Pa.)

Radnor (Pa.)

Universities and colleges – Accounting

Universities and colleges – Accreditation

Universities and colleges – Business management

Universities and colleges – College costs

Universities and colleges – Finance

Universities and colleges – Pennsylvania – Bryn Mawr

Universities and colleges – Pennsylvania – Philadelphia

Universities and colleges – Student registration

Universities and colleges – Trustees

Universities and colleges – University investments

Women college presidents

Furst, Norma

Harcum Edith Hatcher, 1878-1958

Harcum, Octavius Marvin, d. 1920

Klein, Arthur

Klein, Henry

Klein, Philip, d. 1982

Polonio, Narcisa

Ryan, Patricia

Combs College of Music
Harcum Junior College
Harcum Junior College – By-Laws
Junto (Club: Philadelphia, Pa.)
Rosemont College

Administrative Information

Restrictions

Box 4 folder 14 and box 12 folders 1 and 2 are restricted for 75 years from the date of creation.

Acquisition information

Gift of Arthur Klein, chairman of the Rittenhouse Foundation. Accession number 2004.067.

Preferred citation

Cite as: [Indicate cited item or series here], Harcum Junior College Records (Collection 3080), The Historical Society of Pennsylvania.

Processing note

Processing made possible by The Rittenhouse Foundation.

Box and folder listing

Series 1. Board

Folder title	Date	Box/Vol.	Folder
Meeting minutes	March 1953-September 1955	1	1
Meeting minutes	1953-1980	1	2
Meeting minutes	October 1971-February 1982	1	3
Meeting minutes	February 1975-February 1977	1	4
Meeting minutes	April 1977-December 1979	1	5
Meeting minutes	1982-1988	1	6-11
Meeting minutes	March 1989-March 1990	1	12
Meeting minutes	March-December 1990	1	13
Meeting minutes	1990-1992	1	14-16
Meeting minutes	1992-July 1994	1	17
Meeting minutes	1992-1996	1	18-23
Meeting minutes	December 1995-May 1996	1	24
Meeting minutes	1997-2000	1	25-28
Meeting minutes	October 2000-May 2001	1	29
Board memos	1991-1996	2	1
Board memos re: budget	1974-1980	2	3-5
Board of trustees correspondence, etc.	1982-1991	2	6
Board of trustees correspondence & memoranda	1994-2001	2	7-9
Board handbook and by- laws	1953, 1991	2	10
By-Laws	2001	2	11
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Board goals and papers	1998-1999	2	13
Board of trustees surveys	n.d.	2	14
Board retreat papers	September 30, 1994	2	15
Yearbook sales correspondence & papers	1987-1990	2	16
Dinner dance papers	1990	2	17
Executive committee meeting minutes	1982-1988	2	18
Executive committee meeting minutes	1989-1996	2	19-22

Executive committee meeting minutes	October 1999-January 2001	2	23
Executive committee papers	1989-1990	2	24
Committee assignments	1992-1994	2	25
Finance committee meeting minutes	1983-1993	2	26-27
Finance & Endowment committee meeting minutes	1993	2	28
Finance committee meeting minutes	October 1992-July 1993	2	29
Finance committee meeting minutes	October 1993-December 1994	2	30
Finance & Endowment committee meeting minutes	1993-1994	2	31
Finance committee meeting minutes	January-June 1995	2	32
Finance committee meeting minutes	November 1995	2	33
Finance committee meeting minutes	February 1996	2	34
Finance committee meeting minutes	May 1996-2001	2	35-41
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Nominating committee meeting minutes	April 1993	3	2
Nominating committee papers	May 1990-April 1996	3	3
Nominating committee	1996-1997	3	4
Plant committee meeting minutes	October 1993-September 1994	3	5
Plant committee meeting minutes	September 1996-June 2000	3	6-9
Plant committee memoranda	September 1993-July 1994	3	10
Dean of students report to board	1983-1984	3	11
Academic Affairs committee meeting minutes and reports	1988-2001	3	12-17
Academic Affairs committee report to the board	October 6, 1989	3	18

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Dean of Student Affairs' reports	1987-1990	3	21
Student affairs report	1991-1993	3	22
Student Affairs Committee minutes and reports	1993-2001	3	23-25
Alumnae/Development committee minutes	1990-2001	3	26-30
Development committee memoranda	1986, 1993-1996	3	31
Office of Institutional Advancement reports	1980, 1996-1997	3	32
Annual giving reports	July 1992-February 1994	3	33
"Office of President" meetings	July 1992, Winter 1995	3	34
President's reports	2000-2001, n.d.	3	35
Engagement schedule of president	1992-1993	3	36
Board of Trustee resolutions	1984-2001, n.d.	4	1-4
Miscellaneous meeting minutes	1988-1998	4	5
Printed materials	1986-1989	4	6
Miscellaneous reports	1975-1993	4	7
Board papers and lists	1967-1997	4	8-10
Arthur Klein: incoming correspondence	1968, 1983-1988, 1990-2001	4	11-12
Arthur Klein: outgoing correspondence	1983-2000	4	13
Arthur Klein correspondence with attorney Marvin Levin (restricted until March 12, 2066)	1981-1991	4	14
Arthur Klein: by-laws correspondence and drafts	January 1990-May 1991	5	1
Arthur Klein: correspondence with Delaware Valley Friends School	1994-1995	5	2
Arthur Klein: Cushing & Bond issue	1981-1983	5	3
Arthur Klein: Radnor land papers	1982-1986	5	4

Arthur Klein: Radnor sale	1986-1989	5	5-6
Arthur Klein: Norma Furst inauguration	1983	5	7
Arthur Klein: Hubenka v. Harcum	1982-1983	5	8
Arthur Klein: Board Committees	1982-1986	5	9
Arthur Klein: other committees	1982-1987	5	10
Arthur Klein: lists	1982-1985	5	11
Arthur Klein: Friday 13 th Gala papers	1992	5	12
Arthur Klein & Combs College: correspondence	1984-1986	5	13
Arthur Klein & Combs College: trustees meeting	April 14, 1985	6	1
Arthur Klein & Combs College: nominating committee report	1985	6	2
Arthur Klein & Combs College: admissions	1980-1986	6	3
Arthur Klein & Combs College: admissions reports	1984-1985	6	4
Arthur Klein & Combs College: resolutions	1983-1984	6	5
Arthur Klein & Combs College: graduation	1984	6	6
Arthur Klein & Combs College: financial	1981, n.d.	6	7
Arthur Klein & Combs College: budget/finance	1984-1985	6	8
Arthur Klein & Combs College: cash & investment summary	1984	6	9
Arthur Klein & Combs College: fundraising	1985	6	10
Arthur Klein & Combs College: faculty	1985-1986	6	11
Arthur Klein & Combs College: nominations	1983-1985	6	12-13
Arthur Klein & Combs College: by-laws	1983	6	14
Arthur Klein & Combs College: CORE	1984-1985	6	15

Arthur Klein & Combs College: brochures	1982-1985	6	16
Arthur Klein & Combs College: miscellaneous	1985, n.d.	6	17
Philip Klein: correspondence	1968, November 1970-June 1982	6	18
Philip Klein: Fine Arts: inventories & donations	1955-1971	7	1
Henry Klein: president search committee papers	1982-1995	7	2
Henry Klein: papers	1981-1995, n.d.	7	3

Series 2. Administration

Folder title	Date	Box/Vol.	Folder
Norma Furst: correspondence	1983-January 1992	7	4
Norma Furst: papers	1982-1993	7	5-13
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Patricia Ryan: correspondence	1995-2001	8	5
Patricia Ryan: papers	1991-2001	8	6-9
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Admissions statistics	1978-1984	8	11
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Freshman enrollment statistics	1979-1988	8	13
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Enrollment goals presentation	1998	9	2
Enrollment papers	1995-2002	9	3-5
Revised Draft of student code of conduct	August 1981	9	6
Transfer/International student plans	1997-1998	9	7
Student withdrawals	1979-1981	9	8
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Office of student affairs: annual plan	1996-1997	9	10
Office of student affairs: annual plans & activities calendar	1995-1999	9	11
Academic affairs & student development annual report	2000-2001	9	12-13

Academic affairs and curriculum papers	1976, 1980, 1994-1995, n.d.	9	14
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Career services papers	1995-1998	9	16
Alumnae statistics	1992-1993, 1996-1997	9	17
Leadership event and reunion papers and programs	1997	9	18
Continuing Education papers	1975-1985	9	19
Continuing Education 5 Year Projection	1978-1982	9	20-22
Continuing Education brochures	1975, n.d.	9	23
Continuing Education outlines	c. 1974	9	24
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Papers concerning call for resignation of president	1994	9	26
Evaluation of president	1992-1994, 2000	9	27
Miscellaneous administration papers	1984-1985, n.d.	9	28
Academic personnel statistics and papers	1955, 1983-1997, n.d.	9	29
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Faculty, et. al. surveys	1993, n.d.	9	31
Study of administrative & financial services of Harcum	1993-2001, n.d.	9	32
Office of Planning & Research memos	November 1992, January 1995	9	33
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Institutional research	1973-1979, 1987-1989	9	35-36
A Look Back to See Ahead by Boris Blai	1991	9	37
Miscellaneous studies & surveys	1972, 1984	9	38
5 Year Plan	1979-1984	10	1
Interim report of Harcum Junior College	May 1994	10	2-4
PA Energy Services	May 17, 1999	10	5
Harcum College structure papers	n.d.	10	6
Institutional plan	1989, 1992	10	7-10
Institutional financial plan	1993-1994	10	11
Long Range plan	December 1995	10	12
Strategic Planning	1988	10	13
Phase One: Strategic Planning	March 1993	10	14-16
Institutional Strategic plan	September 1993	10	17-20
Discussion Document: Strategic planning teams	2002	10	21
Strategic planning forms	n.d.	10	22

Organizational & Governance handbook	March 1993	10	23
Papers regarding name change	1993	10	24
Compliances & Sexual Harassment policy	1993	10	25
Affirmative action & sexual harassment policies	1993-1994	10	26
Pension information	June-October 1994	10	27
Defined contribution retirement plan	January 1, 1995	10	28
Faculty Handbook (draft)	1996	10	29
Case for offering programs leading to the baccalaureate...	1993	10	30
Guidelines & curricular periodic review and improvements	November 1988	10	31
Articles of incorporation and amendment	1960, n.d.	10	32-33
College mission statement & by-laws	1997, n.d.	10	34
Futures Commission Handbook	1993	11	1-3
Long-Range Alternative Futures	1995	11	4
Proposal to ABC foundation	[1970s]	11	5
Challenge campaign	1973-1975	11	6
Policies and procedures manual revised	September 1975	11	7
Policies and procedures manual	[1970s]	11	8
Guidelines	1988-1994	11	9
Facilities assessments and audits	1989-1990, 1992-1994, n.d.	11	10-16
Building Assessment	August 15, 1995	11	17-18
Facilities projects & accomplishments	1995-1996	11	19
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School calendars	1979-1994	11	22
Harcum College history	1972	11	23
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Jane Brown v. Harcum and Thomas Capparis (restricted until October 25, 2066)	1990-1991	12	2
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Lease with Daybridge Educational Partnerships	1998	12	5
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Agreements with Rosemont, DE Valley Friends School, Chestnut Hill	1994	12	7
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Preparations for Middle States reviews	1985-1990	14	1
Commission on Higher Education follow-up	1998	14	2
College accreditation papers	1990-1992	14	3
Commission on Higher Education, Combs College	1984-1985	14	4-7
Combs College of Music financials	1985	14	8
Combs College of Music financial examination	1986	14	9
Combs College of Music Catalog	1986-1987	14	10
Corporate & community services plan action	May 1999	14	11
Community Resource Center Proposal	1971	14	12
Feasibility of Community Resource Center Proposal	June 1971	14	13
Consortia in American Higher Education report	November 1970	14	14
Community Resource Center Proposal appendix	1971	14	15

Series 3. Financial

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