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Guide to the

Association of Black Women in Higher Education records

1970-2013 [bulk 1980-1993]

Sc MG 797

Compiled by Amelia Carlin, 2016.

Summary

Creator: Association of Black Women in Higher Education

Title: Association of Black Women in Higher Education records

Date: 1970-2013 [bulk 1980-1993]

Size: 15.16 linear feet (37 boxes)

Source: Donated by the Association of Black Women in Higher Education, 2003.

Abstract: The Association of Black Women in Higher Education (ABWHE) is a non-profit, professional organization whose founding mission was to communicate, preserve, and sustain the presence of Black women in higher education; and to promote their intellectual growth and educational development. The collection contains material generated by members of the board of directors, and the various committees of the organization. These files detail the decision-making processes, administrative functioning, and financial arrangements of the ABWHE, and reflect the scope of its activities.

Access: Advance notice required.

Conditions Governing Access:

All reproduction requests are subject to limitations noted in divisional policies on reproduction. Files in Box 37 are closed until the year 2053. Audio visual materials are unavailable pending digitization.

Conditions Governing Use: Information on copyright available from repository.

Preferred citation: [Item], Association of Black Women in Higher Education records, SC MG 797, Manuscripts, Archives and Rare Books Division, Schomburg Center for Research in Black Culture, The New York Public Library.

Processing note: Compiled by Amelia Carlin, 2016.

Creator History

The Association of Black Women in Higher Education (ABWHE) is a professional, non-profit organization established in 1978. The founding mission was to communicate, preserve, and sustain the presence of Black women in higher education. Its current mission is to promote the intellectual growth and educational development of Black women in higher education, eliminate social barriers that hinder them, communicate and document professional achievements of Black women and men, provide mentorship for Black youth, and work towards social justice.

The main functions of the ABWHE are hosting international, national, and regional conferences; publishing a newsletter; circulating job opportunities; and also administering a scholarship fund.

The association was formed during a conference themed "Black Women in Higher Education" that took place in Albany, New York in 1978. Jacqueline Kane served as the founding president (1978-1981) and first program chair. The board of directors was established in 1980, meeting monthly to write a constitution and bylaws, and establish working committees. Board terms are two years. The May 1979 conference was attended by two-hundred women, and was hosted by New York University. At that time, conference planning was the nexus of the organization's work.

In July 1981, the ABWHE was incorporated under its new president, Gloria Prim Brown. At the third conference (1982), the association undertook a membership survey and expanded its outreach through publishing its first independent newsletter, mailing list, and membership survey report. A focal point of the newsletter was employment listings and recognition of the professional accomplishments of the membership body. In 1984, the Outreach Committee, chaired by Bernadette Penceal, was formed. It developed programs to enhance member participation. These programs received funding and sponsorship from private and government sources. An advisory board was created in 1985.

In 1987, the ABWHE president Lea Williams announced an endowment fund and also initiated the development of a program agenda model for national interest chapters. The association bestowed its first recognition award in 1988, and established a scholarship fund in 1989. The first regional conference was held in 1990. By 1991, five chapters had been chartered: in Philadelphia, New York City, Albany, Chicago, and the Nassau/Suffolk region. To advance the aims of the organization, the committee for Research and Education (previously Research and Evaluation) instituted two initiatives in 1993: a doctoral-studies mentorship program named "Sister-Link," and the publication of members' research in scholarly journals. In the following years, the ABWHE organized national conferences and regional roundtables, presented workshops at international meetings, conferred recognition awards, and actively sought funding. The 25th anniversary conference was held in Harlem in 2003.

Scope and Content Note

The collection dates from 1970 to 2013 (bulk dates 1980-1993), and mostly contains material generated by members of the board of directors and the various committees of the organization. These files detail the decision-making processes, administrative functioning, and financial arrangements of the ABWHE, and reflect the scope of its activities. The collection also provides an insight into the issues and professional challenges for Black women in higher education in the final decades of the 20th Century.

A large proportion of the collection falls under the grouping "Board of Directors" and provides an overview of the growth and dynamics of the organization over the years. This material includes presidential and board of directors' correspondence, notes, agendas, minutes; and materials related to membership, grants, and funding, which may also appear in the Financial Documents. The Board of Directors files also contain legal and procedural documentation such as those related to the

constitution, by-laws, organizational history and structure. The Advisory Board files are mostly composed of correspondence and together, these boards represent the executive functioning of the association.

The collection reflects a predominant activity of the ABWHE, organizing conferences. A significant amount of material was generated by the conference committee in their activities of planning, organizing, financing, and reviewing these meetings. These files include correspondence, presentation proposals, printed matter, attendance lists, and financial documents. There are also conference packets-conference folders that contain programs, and material collected at the conferences. These documents are mostly printed matter, but may include ribbons, name tags, and other realia. Sound and video recordings of conference sessions from 1979, 1985, and 1990 are present.

Other activities of the ABWHE are also represented in the Committee Functions files, including newsletter creation, the development of regional chapters, and the conferring of scholarships and recognition awards. This material includes correspondence, meeting minutes, agendas, flyers, and programs. As board members were required to chair standing committees, material relating to committee functions may also be found in the Board of Director's grouping, and vice versa.

The Financial Documents include revenue and expenditure statements, tax documents, accounting documents, and correspondence concerning the organization's finances.

The Chapter Development records reflect the board's discussions concerning the development of regional chapters, mostly through documents created by the chapter development committee. There is also some material generated by the activities of the Nassau/Suffolk chapter itself, which includes meeting minutes and agendas, correspondence, and financial records.

Arrangement: Files are arranged chronologically within each category.

Key Terms

Subjects

African American women in higher education
Minority women in higher education -- United States
Nonprofit organizations
Women college administrators

Genre/Physical Characteristic

Correspondence
Financial statements
Newsletters
Pamphlets
Photographs
T-shirts

Geographic Names

New York (State)

Names

Gall, Leonore
Kane, Jacqueline

Smalls, Delores V.
Williams, Lea

Container List

Early Documents

- b. 1 f. 1-4 Planning Sessions and History 1977-1987
- b. 1 f. 5-6 Certificate of Incorporation 1986-1988
- b. 1 f. 7 Mission Statement 1987

Board of Directors

- b. 1 f. 8-12 Advisory Board 1984-1990
- b. 1 f. 13-18 By-Laws and Constitution 1987-1993
- b. 2 f. 1-11 Meeting Minutes, Agendas, and Correspondence 1980
- b. 2 f. 1-11 1980-1987
- b. 3 f. 1-14 1987-1990s
- b. 4 f. 1-14 1993-1994

President's Correspondence

- b. 4 f. 12 Patricia Carey 1984-1985
Lenore R. Gall
- b. 4 f. 13-14 1989-1993
- b. 5 f. 1-4 1991-1993
- b. 5 f. 5-7 Joann Mitchell 1984-2001
Delores V. Smalls
- b. 5 f. 8-14 1977-1993
- b. 6 f. 1-18 1993-1994
- b. 7 f. 1-10 1994-1997
- Lea Williams
- b. 7 f. 11-13 1987-1989
- b. 8 f. 1-7 1988-1992
- b. 9 f. 1-5 President's Reports 1983-1988, 1994-1997
- b. 9 f. 6-7 Photographs and Letterhead
- b. 34 Photographs
Contains images of conferences and other events from the 1970s and 1980s, and individual shots of ABWHE members, including Jacqueline Kane.

Committee Functions

Chapter Development

- b. 9 f. 8-15 1988-1993
- b. 10 f. 1-6 1991-1999

Conferences

Planning and Review

- b. 10 f. 7-15 1977-1980
- b. 11 f. 1-12 1981-1984
- b. 12 f. 1-9 1984-1987

Committee Functions (cont.)
Conferences (cont.)
Planning and Review (cont.)

- b. 13 f. 1-8 1987-1989
Includes photographs.
- b. 14 f. 1-8 1987-1989
- b. 15 f. 1-9 1988-1993
- b. 16 f. 1-9 1992-2001
- b. 16 f. 10 Miscellaneous Conference Materials 1976, 1983-1993, 2003-2013

Conference Materials

Contains conference packets that include booklets, pamphlets, programs, some presentation transcripts, name-tags and other items.

- b. 16 f. 11-12 1982-1993
- b. 17 f. 1-7 1983-1992
- b. 18 f. 1-6 1986-1993
- b. 19 f. 1-5 1991-2003

Sound and Video Recordings

Sound recordings of conference sessions from 1979 and 1985; and video recordings from 1990.

Institute of Afro-American Affairs, Afternoon Session 1979 May 4
origsr.247913
Original Sound recording unavailable until digitized.

Grantsmanship and the Black Professional Woman 1985 May 3
origsr.247916
Original Sound recording unavailable until digitized.

Grantsmanship and the Black Professional Woman 1985 May 3
origsr.247914
Original Sound recording unavailable until digitized.

Emerging Administrators 1985 May 3
origsr.247917
Original Sound recording unavailable until digitized.

1985 Keynote 1985 May 3
origsr.247918
Original Sound recording unavailable until digitized.

Working With Difficult [People] 1985 May 3
origsr.247921
Original Sound recording unavailable until digitized.

Black Professional Women: Coping 1985 May 3
origsr.247923
Original Sound recording unavailable until digitized.

Sexual Barriers to Success, Pam Smith and Joyce Hawkins 1985 May 3
origsr.247924
Original Sound recording unavailable until digitized.

Committee Functions (cont.)

Conferences (cont.)

Sound and Video Recordings (cont.)

Dev. Integrated Approach 1985 May 3

origsr.247927

Original Sound recording unavailable until digitized.

Issues Confronting Black Women 90-249 1990 June 15

origvid.247928

Original Video unavailable until digitized.

Issues Confronting Black Women 90-250 1990 June 15

origvid.247929

Original Video unavailable until digitized.

b. 35 T-Shirts and Medallion 1988

Contains two t-shirts from the 10th annual conference (1988), and an ABWHE medallion.

Fundraising

b. 19 f. 9-11 1985-1992

Membership

These files include membership campaign materials, correspondence, and mailing and membership lists.

b. 19 f. 12-13 1983-1991

b. 20 f. 1-9 1985-1993

b. 21 f. 1-2 1995, undated

b. 21 f. 3-8 Applications 1988-1990

b. 36 Index Cards 1980s

Contains an A to Z directory of cards bearing member contact details.

Membership Survey and Report

b. 22 f. 1-8 1980-1993

b. 23 f. 1-7 1985-1995

Newsletters

b. 23 f. 8-9 Correspondence 1984-1986, 1993-1995

Issues

b. 23 f. 10-12 1981-1989

b. 24 f. 1-16 1981-2001

Nominations and Elections

b. 24 f. 17-18 1985-1993

b. 25 f. 1-5 1988-1997

b. 25 f. 6-12 Programs 1985-2001

b. 25 f. 13-14 Recognition Awards 1986-1989, 1993

b. 26 f. 1-4 Research and Education/Evaluation 1982-1992

Roundtables, Retreats, and other Meetings

The roundtables were for general members, whilst the retreats were for board members, and focused on the organization's goals and functions.

b. 26 f. 5-15 1984-2002

b. 27 f. 1-2 1998-2000

Committee Functions (cont.)

Special and Ad-Hoc Committees and Projects

- b. 27 f. 3 Legislation and Education 1985-1988
- b. 27 f. 4-6 Outreach 1981-1989
- b. 27 f. 7 Public Relations 1993-1995
- b. 27 f. 8 Resource Development 1987-1992
- b. 27 f. 9-10 Sister Link 1993-1994
- b. 28 f. 1 Structure 1987-1988
- b. 28 f. 2 Task Force -- Dr. Scott's Challenges 1991-1992

Financial Documents

- b. 28 f. 3-18 1981-1993
- b. 29 f. 1-7 1993-2001

Statements of Revenue and Tax Documents

- b. 29 f. 8-12 1984-1989
- b. 30 f. 1-6 1987-1992

Chapters

Nassau-Suffolk

- b. 30 f. 7-10 1989-2000
- b. 31 f. 1-8 1990-1999
- b. 32 f. 1 New York 1993-1999

Research Material and Printed Matter

- b. 32 f. 2-7 1970, 1974-1991
- b. 33 f. 1-8 1986-1997
Includes some photographs.

- b. 37 f. 1-7 Restricted Material
Financial records.