ABSTRACT: Records of the Assistant to the President.

SCOPE AND CONTENT NOTE: The collection includes minutes, reports, and correspondence for the Board of Regents, minutes of the president’s cabinet meetings, and general correspondence. Most of the records in the collection were created between 1970 and 2003.

ADMINISTRATIVE HISTORY: The Assistant to the President assists the president in the administration of all academic and non-academic programs. The office of the Assistant to the President was created in 1973. The Assistants have been:

- Linus Ascheman, OSB, 1973-1980
- Brad Neary, 1981-June 1984
- Jon McGee, July 1984-June 1986
- Stephen Lilly, OSB, July 1986-June 1990
- Gail M. Backes, July 1990-September 1999
- Patricia Epsky, September 1999-

ARRANGEMENT: The files are organized alphabetically.

ACCESS RESTRICTIONS: See archivist.

COLLECTION CITATION: This collection should be cited as:

ACQUISITION:


INVENTORY: For contents, search for “President Office Assistant” in the Inventory List (http://apps.csbsju.edu/sjuarchives/Inventory.aspx).

SUBJECT TERMS:

• St. John’s University (Collegeville, Minn.)—Administration.
• St. John’s University (Collegeville, Minn.). Board of Lay Trustees.
• St. John’s University (Collegeville, Minn.). Board of Regents.
• St. John’s University (Collegeville, Minn.)—History.
• St. John’s University (Collegeville, Minn.)—Presidents.