12-16-2010

UA9/4 Institutional Advancement - College Heights Foundation

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Western Kentucky University
UA9 Institutional Advancement
Series 4 College Heights Foundation

Contact information:

WKU Archives
1906 College Heights Blvd.#11092
Bowling Green, KY 42101-1092
Phone: 270-745-4793
Email: archives@wku.edu
Home page: https://wku.edu/library/archive
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Description: Records created by and about College Heights Foundation including annual reports, meeting minutes, publications and subscriber lists.

Dates: 1923-present

Extent: 2 cu. ft., oversize, dvds

Subject Analytics:

Bookstore (WKU)  
Cherry, Henry Hardin, 1864-1937  
College Heights Foundation (WKU)  
Downing, Dero Goodman, 1921-2011  
Fund raising  
Gifts  
Institutional Advancement (WKU)  
Laundrette (WKU)  
Meredith, Thomas Carter, 1941-  
Minton, John Dean, 1921-2008  
President's Home (WKU)  
Ransdell, Gary b. 1951  
Real property  
Thompson, Kelly, 1909-1993  
Western Kentucky University  
Zacharias, Donald Wayne, 1935-2013

Digital Commons:  
Business Administration, Management, and Operations  
Finance and Financial Management  
Higher Education Administration

Accession Information: These records transferred to the WKU Archives from the College Heights Foundation in accordance with the records retention schedule.
UA1973-15 donated by H.M. Yarbrough

Access Restrictions: none

Allied Materials:

Preferred Citation: UA9/4 Institutional Advancement College Heights Foundation, WKU Archives, Bowling Green, Kentucky, USA.
**Processing Information:** Records processed and collection inventory created 2010, revised 2019.
**Finding Aid Report**

**05/22/2019**

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<th>Container</th>
<th>Folder</th>
<th>Creator</th>
<th>Date</th>
<th>Title</th>
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<td>Box 1</td>
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<td>College Heights Foundation (WKU)</td>
<td>1924-1943</td>
<td>Annual Reports</td>
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<td>Subjects Fund raising Gifts</td>
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<td>College Heights Foundation (WKU)</td>
<td>1943-1955/56</td>
<td>Annual Reports</td>
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<td>Subjects Fund raising Gifts</td>
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<td>Box 3</td>
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<td>College Heights Foundation (WKU)</td>
<td>1955/56 &amp; 1988/89</td>
<td>Annual Reports</td>
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<td>Subjects Fund raising Gifts</td>
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<tr>
<td>Box 3</td>
<td>1</td>
<td>College Heights Foundation (WKU)</td>
<td>1955-1964</td>
<td>Meeting Minutes</td>
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</table>

**Description**
Incomplete run of meeting minutes.

- 1959 - 1/20, 6/2, 11/20
- 1962 - 4/12
- 1963 - 4/4
- 1964 - 4/2

- 1526-28 State Street (Bowling Green, KY)
- 319 E. Fourteenth Street (Bowling Green, KY)
- Audits
- Bell property
- Bell, Charles
- Bookstore (WKU)
- Bowling Green Industrial Foundation
- Cedar House (WKU)
- Cherry Hall Chimes
- College Heights Foundation Loan Program for Six Years, Including 1964
- Duncan, George
- Faculty House (WKU)
- In Memoriam, President Paul Garrett, 1955
- James R. Meany & Associates
Incomplete run of meeting minutes.

1965 - 1/4
1966 - 4/6
1967 - 4/5
1969 - 4/1, 5/28, 12/22

1536 State Street (Bowling Green, KY)
1572 Normal Drive (Bowling Green, KY)
Craig Alumni Center (WKU)
Bookstore (WKU)
Brown property
Brown, Edward
By-laws
Childress, B.A.
Constitution
Craig Alumni Center (WKU)
Dearing property
Dearing, Marshall
Executive Committee
Hall, James
Hild property
Hild, R.L.
Johnson, Ben
Keown, Charles
Lampkin property
Lampkin, Sara
Laundrette (WKU)
President's House (WKU)
Steen, J.T.
Summary of Approvals to July 29, 1966 - student financial aid
This is Western Kentucky University
Thompson, Kelly
University status
WKU Credit Union, Inc.
WKU Libraries

Incomplete run of meeting minutes.

1970 - 4/27, 9/2, 10/20
1971 - 5/10, 9/13
Box 3

4

College Heights Foundation (WKU) 1972-1973

Meeting Minutes

Description: Incomplete run of meeting minutes.

1972 - 5/9, 6/12, 10/4, 10/31
1973 - 5/2, 7/2, 9/5

1530 State Street (Bowling Green, KY)
1664 Normal Drive (Bowling Green, KY)
Bookstore (WKU)

Building Fund
Bylaws
Chaney property
Chaney, Virginia
Coley property
Coley, Robert
Cottrell property
Cottrell, T.C.

Executive Committee
Government National Mortgage Association
James R. Meany & Associates
Keown, Charles
Laundrette (WKU)
Memorial Fund of the College Heights Foundation, 6/1/1972
Reorganization
Salaries
Scholarships
Smith, Herbert
Stansbury, Edgar
Student Financial Aid
Thompson, Kelly
Thurman, A.J.
Trusts Committee
Trusts, 6/1/1972
Whitmer property
Whitmer, Mrs. J.R.

Box 3  5  College Heights Foundation (WKU)  1974-1975  Meeting Minutes
Description  Incomplete run of meeting minutes.

1974 - 5/29, 10/1
Bylaws
Cash Value of Loans, 1923-1974
Executive Committee
Franklin, C. Ray
Hughes, W. Sylvester
James R. Meany & Associates
Keown, Charles
Martin, Charles
Memorial Fund of the College Heights Foundation, 1974, 1975
Memorial Fund, Schedule of Investments, 4/30/1975
Salaries
Scholarship Awards, 1974-75
Scholarships
Thompson, Kelly
Trusts, 6/30/1975
Trusts Committee

Box 3  6  College Heights Foundation (WKU)  1976  Meeting Minutes
Description  Incomplete run of meeting minutes.

1976 - 6/9, 10/18
Bates, Georgia
Bell, Charles
Bylaws
Coke, W. Gaston
College Heights Foundation Golf Classic
Keown, Charles
Largen, Harry
Loan program
Lowry, Mark
Matthews, Mrs. H.R.
Memorial Fund of the College Heights Foundation, 5/31/1976
Salaries
Scholarship Awards, 1975-76
Scholarships
Smith, Harold
Thompson, Kelly
Box 3

Description: Incomplete run of meeting minutes.

1977-8/29

Bates, Georgia
Cash Value of Loans, 1923-1978
Cash Value of Scholarships Awarded, 1959-1978
James R. Meany & Associates
Keown, Charles
Laundrette (WKU)
Bookstore (WKU)
Memorial Fund
Salaries
Scholarship Awards, 1977-78
Thompson, Kelly
Trusts, 12/31/1977

Box 3

Description: Incomplete run of meeting minutes.

1979-3/26, 5/23

Bates, Georgia
Cole, J. David
Downing, Dero
Finance Committee
James R. Meany & Associates
Minton, John
President's House (WKU)
Salaries
Thompson, Kelly
Zacharias, Donald

Box 4

Description: Bowling Green and Warren County . . . & . . . Western Kentucky University: A Partnership in Progress, nd
Griffin, Houston
Hill, James
Kirkpatrick, W.D.
Organizations Described in Section 170 (c) of the Internal Revenue Code of 1954
Pledge card
Progress Fund, 1968
Relationships Between Industry & Western Kentucky University, nd
Smith, Gilbert
Smith, Herbert

Box 4

Description: Operating Budget, 1973

Report of College Heights Foundation for Dr. Kelly Thompson, 1960-1969
Report of the College Heights Foundation to the Board of Regents, 1927
Seventh Annual Report to the Board of Directors, 1930
Some Vital Information Concerning the CHF 1923-1935, D3850 -
Box 4 5-6 College Heights Foundation (WKU) 1972-1979 Publications - The Educator
Description Bi-monthly newsletter regarding donations, gifts, tax incentives, estates, trusts and wills. If you have additional issues to donate, please contact the University Archivist at 745-4793.

November 1972-July 1978
November 1978
March 1979

Box 4 7 College Heights Foundation (WKU) 1930-1939 Publications - Kentucky Building Fundraising
Description A View of Teachers College Heights, postcard D2199
Actual Photograph of the Kentucky Building, postcard, 1931 D2200 - https://digitalcommons.wku.edu/dlsc_ua_records/737/
Alexander, J.R. An Interpretation
An Earnest Appeal
Cobb, Irvin. Letter to Henry Cherry
Important to the Citizenship of Bowling Green and Warren County
Kentucky Building postcards
Supplement
Supplement Teachers College Heights
The $300,000 Campaign for the College Heights Foundation of the WKSNS&TC D2197 - https://digitalcommons.wku.edu/dlsc_ua_records/2601
The Kentucky Building D2198 - https://digitalcommons.wku.edu/dlsc_ua_records/2600
The Kentucky Building and the Student Loan Fund
The Proposed Kentucky Building
The Proposed Kentucky Building, postcard D2201 - https://digitalcommons.wku.edu/dlsc_ua_records/2602
Western Kentucky State Teachers College - song sheet and J.R. Alexander's An Interpretation

Box 4 8 College Heights Foundation (WKU) 1930-1974 Publications - Fundraising
Description A Plaque Upon a Wall
College Heights Foundation Headquarters, postcard
College Heights Foundation Makes Special Appeal, 1970
Form letter to Western Supporter, 1970
Letter from Kelly Thompson to Sara Tyler re: Memorial Fund, 1974

College Heights Foundation Building (WKU)

Box 4 9 College Heights Foundation (WKU) 1948-1963 Subjects - Bank Account
Description American National Bank, bank book 1948-1963

Box 4 10 College Heights Foundation (WKU) 1969-1972 Subjects - Bookstore
Description Announcing a Bookfair, 1972
Don't be Duped, boycott flyer, 1972
Memo Dero Downing to Faculty & Staff re: textbook adoption, 1969
Your Official WKU School Ring, nd

Subjects
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Banking
Boycotts
Bookstores
Rings
1734 Students Subscribe to College Heights Fund, PCDN, 10/26/1923
300 Hear Foundation Fund Explained by Dr. Cherry at Dinner Given on Hill, PCDN, 10/30/1923
402 Loans Made by Foundation, PCDN, 10/3/1929
Arnold, Margaret. College Heights Foundation
At the Western Normal, np, 5/18/1923
Berry, Melvern. To Be or Not to Be?
Building to be Open Saturday, PCDN, 10/1/1939
College Heights Foundation Again Elects Seward, PCDN, 10/4/1949
College Heights Foundation Meet Held at Western, PCDN, 10/4/1932
College Heights Foundation Names Two New Directors, CHH, 10/11/1940
College Heights Foundation, PCDN, 7/20/1923
College Loan Heads Named, LCJ, 10/3/1934
Contract for Building Awarded at Western, PCDN, 12/24/1938
Crabb, A.L. Letter to the Editor, Louisville Post, 5/18/1923
Directors of College Heights Are Re-Elected, np, 10/8/1946
Dodd, J.H. College Heights Foundation
Faculty Gives Aid of $15,000, PCDN, 10/30/1923
Faculty Gives Aid, PCDN, 10/29/1923
Foundation Loan Directors Meet, Students Weekly, 10/10/1935
Gaston Coke is Elected, np, 10/7/1947
Greene, W.C. College Heights Foundation Scenario
H.H. Cherry Bronze Statue Fund
Hamby, Geneva. Foundation History Written by Reporter, CHH, 6/1938
Helm, Margie. Synopsis of Scenario
Kentucky Building to be Dedicated November 16, np, nd
Marshall, Romie. When Dreams Come True
Mayfield, Edith. The Helping Hand
Miss Schneider Named to Foundation Post; Campus Entrance is Planned, PCDN, 10/11/1956
Modern Chimes for Western Will be Underwritten by Foundation, PCDN, 11/29/1959
Plans Are Being Made to Complete Construction of Western Campus Building, PCDN, 2/17/1938
Real Get-to-Gether Community Meeting on Normal Heights, Warren County Courier, 1923
Richards, Frances. College Heights Foundation Fund
Several Large Contributions Made to College Heights Fund, PCDN, 10/30/1923
Seward, R.H. A Student's Soliloquy
Seward, R.H. Chapel Speech re: Student Loan Fund, nd
Seward, R.H. Educational Stepping-Stones, np, nd
Seward, R.H. Foundation Makes Plea for Payment of Pledges, CHH 1/21/1938
Seward, R.H. Gifts to the Foundation
Seward, R.H. Speech written for Dr. Toomey re: Henry Cherry, nd
Seward, R.H. The College Heights Foundation, Talisman
Seward, R.H. The College Heights Foundation: Its Origin, Mission and Objective
Seward, R.H. The Seal and Its Significance
Some Flashes from the College Heights Foundation
The Foundation Has Made 5002 Distinct Student Loans from 1923-1937
Thompson, Kelly. Western Gets PWA Outlay, 9/18/1938
Western State Bursar Given Foundation Post, LCJ, 10/12/1959
Western's Officials Deserve the Censure They Are Reaping, np, 3/26/1966

Kentucky Building (WKU)
Schneider, Florence
Seward, Roy
Box 4 13  College Heights Foundation (WKU)  1979-2015  Subjects - Events
Description  Edwards, Bill
Edwards, Jennie
Garrison, Samuel
Hire, Delroy
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Stansbury, Edgar
Stansbury, Edith
Thompson, Kelly

Box 4 14  College Heights Foundation (WKU)  Subjects - Forms
Description  College Heights Foundation pledge cards
Envelope
In Memory, blank card
Letterhead
Participating Certificate of Membership, blank
Schedule of Payments, blank forms
Statement, blank
Thank You card

Box 4 15-16  College Heights Foundation (WKU)  1929-1932  Subjects - Kentucky Building
Description  Adams School
Bank Contributors List
Bardstown Junction School
Brawdus School
Cherry, Henry
Church Hill School
Davis, Brinton
East View School
Estimate on Skeleton of Kentucky Building
Form Letter to Esteemed Friend from Henry Cherry, 1929
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Good Hope School
Haynesville School
Hays School
Hill, Mary
Itemized Statement of the Kentucky Building Costs, 1952
Johnson Island School
Larue County Schools
Love Pirates of Hawaii
Marksberry School
Mt. Vernon School
Murphy, Gladys
Oakwood Mills School
Richland Rural School
Semple, Sue
Seward, Roy
Silver Grove School
Simmons, Stella
Skeleton of Prices of Materials for Ky. Bldg.
Stevens School
The Kentucky Building Committee is Interested in Locating the Following Articles, 1930
The Mason Box Company
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<td>1961</td>
<td>Subjects: Laundry, Subjects: Laundries (Rooms &amp; spaces), Construction Specifications</td>
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<td>Keown, Charles, Launderette (WKU), Lawson, Owen, Moore, Judy,</td>
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<td>Preliminary Estimate Coin Operated Laundry, 1961</td>
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<td>Smith, Billy, Thompson, Kelly, Thurman, A.J.</td>
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<td>Auditor's Report, 1956</td>
<td>1956</td>
<td>Subjects: Ogden College Fund</td>
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<td>Memorial Committee, 1956, Pylon (WKU), Schneider, Florence,</td>
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<td>Specifications for New Entrance Western Kentucky State College, 1956</td>
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<td>Sample, Mary, Thompson, Kelly</td>
<td>1981-1994</td>
<td>Subjects: Kelly Thompson, Subjects: Checks, Correspondence</td>
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<td>1932</td>
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<td>List of Citizens of Bowling Green &amp; Warren County, 1932,</td>
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<td>Subscriptions Made by Louisville Firms,</td>
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<td>Warren County Subscribers to CH Foundation, nd</td>
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<td>UA2013-154 donated by Opie Bates’ estate</td>
<td>1986</td>
<td>Correspondence, Subjects: Gifts</td>
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<td>Bates, Georgia, Bates, Joe, Downing, Dero, Sample, Mary</td>
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Complete List of Subscribers to College Heights Foundation, 1939
List of Subscribers Foundation, nd

Box 5

1

College Heights Foundation (WKU)
Subjects: E.A. Diddle

Description

Commentary

Subjects: Fund raising

Box 5

2

College Heights Foundation (WKU)
Subjects: Joe Lovett

Description

Commentary

Subjects: Clippings

Box 5

3

College Heights Foundation (WKU)
Subjects: Thomas Meredith

Description

Commentary

Subjects: Correspondence

Box 5

3

College Heights Foundation (WKU)
Subjects: Kelly Thompson

Description

Commentary

Subjects: Clippings
Box 6  College Heights Foundation (WKU)  1983-2010  Publications - Audits
Description  Audit reports created by James R. Meany for the years: 1983-1986
             Audit reports created by Baird, Kurtz & Dobson for the years: 1986-1998
             Audit reports created by Kirby & Kirby for the years: 1999-2010

Subjects  Financial disclosure

Box 7  College Heights Foundation (WKU)  2011  Publications - Audits
Description  Audit reports created by Kirby & Kirby for the years: 2011; 2014-2015

Subjects  Financial disclosure

Box 7  2  College Heights Foundation (WKU)  1973  Publications - Operating Budget
Description

Subjects  Budget.

Box 7  1  College Heights Foundation (WKU)  2004  Subjects - Diddle Plaza & Statue
Description  Contract to Commission an Artwork, 2004

Subjects  Drawings
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Landscape architecture drawings

Description  Diddle Arena Plaza - Site Layout Plan, Sherman, Carter, Barnhart, Lexington, KY, 9/14/2005, #0369, 1 sheet, 8 1/2" x 11"

Description  Diddle Arena Plaza - Site Layout Plan Scheme A, Sherman, Carter, Barnhart, Lexington, KY, 5/31/2005, #0369, 1 sheet, 8 1/2" x 11"

Faxon, Russell

Box 7  3-4  College Heights Foundation (WKU)  2014  Meeting Minutes
Description  Meeting Books: 8/7, 11/6
               Meeting Minutes: 5/1, 8/7

Subjects  Fund raising
Meetings
Resolutions
Wills

Description  American National Bank & Trust Company vs. Sharon Manco
             Audit reports
             Illustrative Memorandum of Understanding Between a Public Institution or System and an Affiliated Foundation
             Harman, J. Lewie Jr. - will
             Investments
             List of Contributors
             Memorial Fund
             Orientation Manual
             Potter, Julian - will
             Sample, Mary
             Scholarship Endowment
             Scholarships
             Statement of Agreement & Management Policies & Procedures Harman & Potter Funds
             WKU Board of Regents / Foundations Policy, Memorandum of Understanding
Meeting Books: 2/5, 5/7, 8/6, 11/5
Meeting Minutes: 11/6/14, 2/5/15, 5/7/15, 8/6/15

Academic Works Scholarship Management Software
Distribution from Potter/Harman Funds
Emberton, Tom
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Hinton, Betty
Illustrative Memorandum of Understanding Between a Public Institution or System and an Affiliated Foundation
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Iowa State University Foundation. Public Information Policy, 7/31/2015
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Memorandum of Understanding between College Heights Foundation & WKU, 2015
Public Information Policy, 2015
Scottsville Park Master Plan
Student Press Law Center. Access to University Foundation Records, nd
Vice President Position
WKU Board of Regents / Foundations Policy, Memorandum of Understanding
WKU TOPDollar Scholarship Source

Incomplete run of meeting minutes.

Audit Reports
Bale, Phillip. Comments of Chair of WKU Presidential Search Committee, 2/12/2016
Bass, David. What’s a Prudent Payout from an Underwater Endowment, 8/11/2016
Comparison of University Underwater Fund Policies
Executive Committee Meeting 1/13/2016
Investments
List of Contributors
Memorandum of Understanding Between College Heights Foundation & WKU, 5/2016
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Spending Policy
Todd Center (WKU)

Audits
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Smith, Donald

Audit Reports
Caboni, Timothy
Executive Committee Meeting 1/25/2017
Investments
J. Clifford Todd Center
List of Contributors
Press releases
Ransdell, Gary
Scholarships

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Date: 15-16
Description: Incomplete run of meeting minutes.
Audit Reports

Box 8
Date: 1-4
Description: Scholarship Celebration

Box 8
Date: 5
Description: Meeting Books: 8/2/2018
Audit Reports
Investments
List of Contributors
Statements of Financial Position, 12/31/2017, 6/30/2018
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CD Box 1
Date: CD337-CD338
Description: DVD's - [https://youtu.be/TwneLXXWJq](https://youtu.be/TwneLXXWJq)
Baker, Jerry
Big Red
Carter, Kelsey
Dettman, Matt
Ford, Glenda
Ford, Gordon
Gordon Ford College of Business (WKU)
Gritton, Pete
Guthrie, Brett
Guthrie Bell Tower (WKU)
Guthrie, Lowell
Hiles, Thomas
Hutto, Mary
McDowell, Katie
Layne, James
Lenoir, Joel
Nixon, Mary
Ogden College of Science & Technology (WKU)
Phillips, Brandon
Potter College of Arts & Sciences (WKU)
Preston, Hattie
Preston Intramural Sports Complex (WKU)
Preston, Raymond
Ransdell, Gary
Scholarships
Scott, Jessica
Scott, Jim

Meeting Minutes
Subjects - Fund raising
Meetings
Resolutions
Budget.
Architectural drawings
Elections

Subjects - Events
Invitations
Programs

Meeting Minutes
Subjects - Meetings
Construction
Budget.
Architectural drawings

Investing in the Spirit - Film/Video/Audio File
Subjects - Fund raising
Video recording
Videodiscs
Mascots
The Western Spirit
Vitale, Don
Williams, Caleb

CD Box 1
CD381-CD382
College Heights Foundation (WKU)
2007
A New Century of Spirit - Film/Video/Audio File

Description
DVD's - https://youtu.be/SzahqHutTbQ

Subjects
Gifts
Charity
Fund raising
Video recording
Videodiscs

Baker, Jerry
Budde, Neil
Burch, Barbara
Cherry, Henry
Cowles, Mary
Deeb, Barbara
Gray, Lois
Guillaume, Rick
Hiles, Tom
Ransdell, Gary
Smith, Destiny
Vitale, Don
Wilson, John

OS Box 123
3
College Heights Foundation (WKU)

Description
Diddle Plaza, unknown, no #, nd, 1 sheet, 17 x 11

Subjects
Landscape architecture drawings

OS Box 2
38
College Heights Foundation (WKU)

Description
"The Cupola," Cupola Society, Thank You for 20 Years of Consecutive Giving, nd (2), D4481
Resolution in honor of Kelly Thompson, 10/15/1993

Subjects
Resolutions
Posters

OS Box 36
4
College Heights Foundation (WKU)
1929

Description
Notice regarding the Student Loan Fund and Kentucky Building fundraising campaign.

Subjects
Posters
Broadsides

OS Box 71
1
College Heights Foundation (WKU)

Description
Important to the Citizenship of Bowling Green and Warren County, D3870
Kentucky Building (WKU)

Subjects
Fund raising