

St. John's University (Collegeville, Minn.). Office of the Assistant to the President.

Records, 1865-2004 (bulk 1970-2003)

SJU Archival Collection 3

69.4 cubic ft. (160 archive boxes) as of October 22, 2024

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
Brennan Gilfoyle, OSB, 1980-1981
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 1999-2018 (Executive Assistant)
Tonya Miller, 2018-2021
Tonya (Miller) Hougen, 2021-

ARRANGEMENT: The files are organized alphabetically.

ACCESS RESTRICTIONS: See archivist.

COLLECTION CITATION: This collection should be cited as:

St. John's University (Collegeville, Minn.). Office of the Assistant to the President. Records, 1958-2003. SJU Archival Collection 3. St. John's University Archives, Collegeville, Minnesota.

RELATED COLLECTIONS: See also **AC 05**, Office of the President.

ACQUISITION:

The collection was transferred to the archives in small sections by a number of donors over the years. Accessions numbers: 250, 259, 262, 307, 338, 346, 368, 376, 403, 427, 432, 440, 454, 574, 96-010, 97-008, 98-016, 99-012, 2000-011, 2000-012, 2001-001, 2001-011, 2002-001, 2002-003, 2003-003, 2004-002; 2005-003, 2007-009, 2008-002, 2008-004, 2008-005. Accruals are not anticipated.

PROCESSING: Ryan Stauff processed accession 96-010 in September 1997. Brandon Olson processed accession 97-008 and 97-009 in April 1998. John Sandberg processed accession 98-016 in November 1998. Erik Sommer processed accession 99-012 in February 2000. Trent Morgan processed accession 2002-001 in September 2002. Katie Carlson processed accession 2005-003 in September 2005.

INVENTORY: For contents, see the "[President Office Assistant](#)" collection in the Saint John's University Archives and Special Collections database on ArchivesSpace.

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.