Baylor University. The Texas Collection


Summary Information

Creator
Russell, Lily McIlroy, 1887 - 1958

Extent (quantity/size)
33 document boxes.

Language
English

Abstract
BU Records: Dean of the Union Building (Lily Russell) consists of administrative records related to the Union Building, as well as some of Lily Russell's personal records and materials from when she was Director of Public Relations at Baylor University.

Subjects
Baylor University -- History -- 20th century. / Russell, Lily McIlroy, 1887-. / Waco (Tex.) -- History -- 20th Century. / Women -- Texas -- Waco.

Administrative Information

Restrictions on Access and Use
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Preferred Citation
When quoting material from this collection, the preferred citation is:

BU Records: Dean of the Union Building (Lily Russell), Accession BU/161, Box #, Folder #, The Texas Collection, Baylor University.

Processing Information
Described by Amanda Dietz and released on 2013-06-16.

Scope and Content
BU Records: Dean of the Union Building (Lily Russell) was acquired by two transfers from The Texas Collection's Uncatalogued Holdings, 1974 July and 1979 November 29.

This record group begins in 1936 and ends in 1966. The Administrative Records series is by far the largest in the record group. This record group documents the Union Building's various activities, including social events, classes, and lecture series. The Administrative Records also reflect societal changes the University was experiencing at the time, such as desegregation and documenting the University's experience of societal changes in the postwar period. Some of the materials in the record group were produced after Russell's death, but have been included in the record group because they were incorporated into her files, presumably by her staff or her successor. Marie Mathis. The Personal Records series contains Russell's datebooks, as well as letters about her early life that she wrote to her daughter. Finally, the University Public Relations Series contains documents related to publicity at Baylor University, as well as suggestions for Baylor University that various people submitted to Russell while she was Director of Public Relations.

Administrative/Biographical History
Lily Russell was born on 1887 January 24 and graduated from Baylor in 1911. Her family ties to Baylor reach back at least one more generation, as her father attended Baylor University in Independence. After Russell taught English at Baylor for five years, she became an assistant to the Dean of Women in 1926. President Pat Neff appointed her as the Dean of Women in 1931, a position she held for the next nine years. In 1940 Russell became the Director of Public Relations, and served eight years in that role. As director, she chaired the Baylor Centennial Committee. Her next assignment was as Dean of the Union Building, a structure she had helped plan. Her last official position at Baylor was as official university historian, starting in 1950. Lily Russell died on 1958 August 21, still planning to write her history of Baylor University. This dream was carried out by Baylor employees Lois Murray and Sue Moore, who organized her files and wrote Baylor at Independence.

This collection is comprised primarily of Lily Russell's papers produced during her time as Dean of the Union Building. Russell began gathering information about various union buildings around the country in the late 1930s in an effort to develop plans for Baylor's Union Building. The University held a Breaking Ground ceremony on Alumni Day, 1940 June 1. Construction of the building was delayed for a time, due to World War II and a slowdown in fundraising. In the spring of 1948 Russell was named Dean of the Union by President William R. White. Russell moved into the Union Building 1948 August 25. The Union Building opened to the public 1949 September 14. According to a publication by the National Union Association, Baylor University was the first school to use the term "dean" for the head of a union building. In an oral history with Russell's successor, Marie Mathis, she notes that Russell was the only one to hold the title Dean of the Union Building, as Mathis preferred the title Director of Union Building.

During her involvement with the Union Building, Lily Russell oversaw the project from conception to completion, including details such as the interior design of the building, establishing a lending library, managing staffing and logistical matters, and hosting special events. Russell was involved with many activities on the Baylor campus and was responsible for organizing several book clubs, manners classes, and movie nights for Baylor students. She also kept newspaper clippings related to Baylor special events, such as visits by famous people such as Billy Graham and President Dwight Eisenhower, and changes in campus culture, such as desegregation. Lily Russell was succeeded as Dean of the Union Building by Marie Mathis, who was Director of the Union from 1952-1981.

Related Resources
Summary of related Archive materials
Lily McIlroy Russell Papers.

Related records in other Archive collections
Papers Lily McIlroy Russell Papers, 1900-1958
Records BU Records: Dean of Women (Lily Russell), 1931-1940

Related citations
BU Records: Historical Research Office Records, Accession #BU/103, The Texas Collection, Baylor University.
Mathis, Marie Wiley, interview by Thomas Lee Charlton, 1972 September 8 and 1984 November 26; transcript, Institute for Oral History, Baylor University, Waco, TX

Archival Arrangement
BU Records: Dean of the Union Building (Lily Russell) had been inventoried prior to this finding aid. Many of the existing folder titles and arrangement of materials were original to the records and were maintained. Some of the wording of folder titles was changed to make the contents more clear to researchers. However, when possible, specific terms used in folder titles were maintained to preserve original organization and content.

Currently, BU Records: Dean of the Union Building (Lily Russell) are in three series: I. Administrative Records, II. Personal Records, and III. University Public Relations Records.

Series 1: Administrative Records.

Summary Information
Media Photographic print

Administrative/Biographical History
The Administrative Records series is the bulk of this collection. The series maintains much of its original organization from how Lily Russell kept her files, in alphabetical order by subject. Materials in the series deal with various aspects of the operation of the Union Building, including Russell’s correspondence with campus visitors, special guests, and alumni. Documents about Russell’s involvement with campus activities is also included, such as extracurricular classes, parties, and other social events. When possible, Russell’s folder titles were used to describe the materials enclosed.

Item List
Box 1. 1. Administrative: Activities at Union Building, 1949 May, undated
Box 1. 2. Administrative: Activities at Union Building, 1952 January, undated
Box 1. 3. Administrative: Addresses: Robert A. Millikan, 1948
Box 1. 4. Administrative: Addresses: General, undated
Box 1. 5. Administrative: Applications: Full Time Employment, 1947-1949
Box 1. 6. Administrative: Applications: Full Time Employment, 1949-1951, undated
Box 1. 7. Administrative: Applications: Use of Union Building, 1947-1949
Box 1. 8. Administrative: Applications: Use of Union Building, 1950-1951
Box 1. 9. Administrative: Association of College Unions, 1948-1955
Box 1. 10. Administrative: Austin First Church Youth Choir, 1953
Box 1. 11. Administrative: Banquets: General, 1949
Box 1. 15. Administrative: Banquets: Tables, 1946-1950
Box 1. 16. Administrative: Barber Shop and Beauty Parlor, 1947-1948
Box 1. 17. Administrative: Barber Shop and Beauty Parlor, 1948
Box 1. 18. Administrative: Barber Shop and Beauty Parlor, 1948, undated
Box 1. 19. Administrative: Board Meeting: (1 of 3), 1949
Box 1. 20. Administrative: Board Meeting: (2 of 3), 1949
Box 1. 21. Administrative: Board Meeting: (3 of 3), 1949
Box 1. 22. Administrative: Board Meeting, 1951-1952
Box 1. 23. Administrative: Board Meeting, 1952-1954
Box 2. 1. Administrative: Book Committee: (1 of 3), 1951-1952
Box 2. 2. Administrative: Book Committee: (2 of 3), 1951-1952
Box 2. 3. Administrative: Book Committee: (3 of 3), 1951-1952
Box 2. 4. Administrative: Book Discussions, 1949-1950
Box 2. 5. Administrative: Book Discussions, 1950-1952
Box 2. 6. Administrative: Book Discussions, 1952-1953
Box 2. 7. Administrative: Book Discussions: (1 of 3), 1953-1954
Box 2. 9. Administrative: Book Discussions: (3 of 3), 1953-1954
Box 2. 10. Administrative: Book Discussions, 1955-1966
Box 2. 11. Administrative: Brides’ Course, 1953
Box 2. 13. Administrative: Browsing Library, 1949
Box 2. 15. Administrative: Browsing Library, 1950-1952
Box 2. 16. Administrative: Browsing Library, 1952, undated
Box 2. 17. Administrative: Budget: Calendar Year for 1949-1950, 1948-1951
Box 2. 18. Administrative: Budget: Calendar Year for 1949-1950, 1948-1950
Box 3. 1. Administrative: Budget: Calendar Year for 1949-1950, 1949-1951
Box 3. 2. Administrative: Budget: Calendar Year for 1949-1950, 1949-1950
Box 3. 3. Administrative: Budget: Calendar Year for 1950-1951: (1 of 2), 1950-1951
Box 3. 4. Administrative: Budget: Calendar Year for 1950-1951: (2 of 2), 1950-1951
Box 3. 5. Administrative: Budget: Calendar Year for 1951-1952: (1 of 2), 1950-1952

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Box 3. 6. Administrative: Budget: Calendar Year for 1951-1952: (2 of 2), 1950-1952
Box 3. 7. Administrative: Budget: Calendar Year for 1951-1952, 1951
Box 3. 8. Administrative: Budget: Calendar Year for 1951-1952: (1 of 2), 1951-1952
Box 3. 9. Administrative: Budget: Calendar Year for 1951-1952: (2 of 2), 1951-1952
Box 3. 10. Administrative: Budget: Calendar Year for 1952-1953, 1952-1953
Box 3. 15. Administrative: Cafeteria Operation, 1946-1956
Box 3. 16. Administrative: Cafeteria Operation, 1949-1950
Box 3. 17. Administrative: Cafeteria Operation, 1954-1955
Box 4. 1. Administrative: Cafeteria Operation: (1 of 2), 1956
Box 4. 2. Administrative: Cafeteria Operation: (2 of 2), 1956
Box 4. 3. Administrative: Calendar of Union, 1939
Box 4. 4. Administrative: Calendar of Union: (1 of 3), 1940
Box 4. 5. Administrative: Calendar of Union: (2 of 3), 1940
Box 4. 6. Administrative: Calendar of Union: (3 of 3), 1940
Box 4. 7. Administrative: Calendar of Union, 1940-1941
Box 4. 8. Administrative: Calendar of Union: (1 of 2), 1941
Box 4. 9. Administrative: Calendar of Union: (2 of 2), 1941
Box 4. 10. Administrative: Calendar of Union, 1942-1943
Box 4. 11. Administrative: Calendar of Union: (1 of 2), 1943
Box 4. 12. Administrative: Calendar of Union: (2 of 2), 1943
Box 4. 13. Administrative: Calendar of Union, 1947-1949
Box 4. 15. Administrative: Calendar of Union, 1950-1951
Box 5. 1. Administrative: Calendar of Union, 1952-1953
Box 5. 2. Administrative: Calendar of Union: (1 of 7), 1953
Box 5. 3. Administrative: Calendar of Union: (2 of 7), 1953
Box 5. 4. Administrative: Calendar of Union: (3 of 7), 1953
Box 5. 5. Administrative: Calendar of Union: (4 of 7), 1953
Box 5. 6. Administrative: Calendar of Union: (5 of 7), 1953
Box 5. 7. Administrative: Calendar of Union: (6 of 7), 1953
Box 5. 8. Administrative: Calendar of Union: (7 of 7), 1953
Box 5. 9. Administrative: Calendar of Union: (1 of 13), 1953-1954
Box 5. 10. Administrative: Calendar of Union: (2 of 13), 1953-1954
Box 5. 11. Administrative: Calendar of Union: (3 of 13), 1953-1954
Box 5. 12. Administrative: Calendar of Union: (4 of 13), 1953-1954
Box 5. 13. Administrative: Calendar of Union: (5 of 13), 1953-1954
Box 5. 15. Administrative: Calendar of Union: (7 of 13), 1953-1954
Box 5. 16. Administrative: Calendar of Union: (8 of 13), 1953-1954
Box 5. 17. Administrative: Calendar of Union: (9 of 13), 1953-1954
Box 5. 18. Administrative: Calendar of Union: (10 of 13), 1953-1954
Box 5. 19. Administrative: Calendar of Union: (11 of 13), 1953-1954
Box 5. 20. Administrative: Calendar of Union: (12 of 13), 1953-1954
Box 5. 21. Administrative: Calendar of Union: (13 of 13), 1953-1954
Box 5. 22. Administrative: Calendar of Union, 1954-1955
Box 5. 23. Administrative: Calendar of Union, 1956-1957
Box 5. 24. Administrative: Calendar of Waco Hall, 1939-1940
Box 5. 25. Administrative: Changes in Union Building (Proposed), 1952-1953
Box 6. 1. Administrative: China for Union: (1 of 2), 1948
Box 6. 2. Administrative: China for Union: (2 of 2), 1948
Box 6. 3. Administrative: Christmas Parties and Decorations, 1948-1954, undated
Box 6. 4. Administrative: Christmas Parties and Decorations, 1948-1953, undated
Box 6. 5. Administrative: Christmas Parties and Decorations, 1948-1962, undated
Box 6. 6. Administrative: Christmas Parties and Decorations, 1952-1954, undated
Box 6. 7. Administrative: Church and State Studies, 1957, undated
Box 6. 8. Administrative: Classes (Summer), 1950
Box 6. 10. Administrative: Clippings: General: (1 of 4), 1942, undated
Box 6. 11. Administrative: Clippings: General: (2 of 4), 1942, undated
Box 6. 13. Administrative: Clippings: General: (4 of 4), 1942, undated
Box 6. 15. Administrative: Clippings: General, 1943
Box 6. 16. Administrative: Clippings: General, undated
Box 6. 17. Administrative: Clubs, 1948-1951
Box 6. 18. Administrative: Clubs, 1949-1953
Box 6. 20. Administrative: Colonial Kitchen Items Needed, 1948
Box 6. 22. Administrative: Colonial Help, 1949-1952
Box 7. 1. Administrative: Complaints about Union, 1949-1954
Box 7. 7. Administrative: Conferences: American Ideals: 1956, 1956
Box 7. 8. Administrative: Conferences: American Ideals: 1957: (1 of 3), 1957
Box 7. 10. Administrative: Conferences: Education, 1938-1942, undated
Box 7. 11. Administrative: Conferences: Education, 1943, undated
Box 7. 12. Administrative: Conferences: Education, 1943, undated
Box 7. 13. Administrative: Conferences: Education: (1 of 3), 1962
Box 7. 15. Administrative: Conferences: Education: (3 of 3), 1962
Box 7. 16. Administrative: Conferences: Inter-American, 1944
Box 14. 6. Administrative: Exhibits: Ripley's Believe It or Not, undated
Box 14. 7. Administrative: Facilities Management: 1948, undated
Box 14. 10. Administrative: Film Society, 1951-1954
Box 14. 11. Administrative: Floors, 1952, undated
Box 14. 12. Administrative: Floor Space of Union Building, undated
Box 15. 2. Administrative: Fun Nights: 1949: (1 of 2), 1949
Box 15. 3. Administrative: Fun Nights: 1949: (2 of 2), 1949
Box 15. 4. Administrative: Fun Nights: 1951, 1951
Box 15. 5. Administrative: Furniture Checking Lists, 1947, undated
Box 15. 6. Administrative: Furniture Checking Lists, undated
Box 15. 7. Administrative: Furniture Notes, 1946-1949
Box 15. 8. Administrative: Furniture Notes, 1946, undated
Box 15. 9. Administrative: Furniture Notes, 1949-1952
Box 15. 10. Administrative: Furniture Notes: (1 of 3), undated
Box 15. 11. Administrative: Furniture Notes: (2 of 3), undated
Box 15. 12. Administrative: Furniture Notes: (3 of 3), undated
Box 15. 13. Administrative: Furniture Notes: Spiral Notebook: (1 of 4), undated
Box 15. 15. Administrative: Furniture Notes: Spiral Notebook: (3 of 4), undated
Box 15. 16. Administrative: Furniture Notes: Spiral Notebook: (4 of 4), undated
Box 15. 17. Administrative: Games, 1948-1950
Box 15. 18. Administrative: Games, 1948-1954
Box 15. 19. Administrative: Gifts to Union, 1946-1948
Box 15. 20. Administrative: Gifts to Union, 1946, undated
Box 16. 1. Administrative: Gifts to Union, 1951-1952, undated
Box 16. 2. Administrative: Gifts to Union, undated
Box 16. 3. Administrative: Gift Suggestions to Clubs, 1948, undated
Box 16. 4. Administrative: Gift Suggestions to Clubs, 1951-1953
Box 16. 5. Administrative: Great Occasions: Carroll Chapel and Science Hall Dedication, undated
Box 16. 6. Administrative: Great Occasions: Memorial Exercises, undated
Box 16. 7. Administrative: Guests (Personal), undated
Box 16. 9. Administrative: History of Union, 1940-1946, undated
Box 16. 10. Administrative: History of Union, 1945-1954
Box 16. 11. Administrative: History of Union, 1946-1948, undated
Box 16. 15. Administrative: History of Union, 1948, undated
Box 16. 18. Administrative: Honorary Degrees, 1942-1945, undated
Box 16. 19. Administrative: Honorary Degrees, 1944-1947, undated
Box 17. 1. Administrative: Honorary Degrees, 1944-1949, undated
Box 17. 2. Administrative: Honorary Degrees, 1946-1954, undated
Box 17. 3. Administrative: Honorary Degrees, 1947-1954, undated
Box 17. 4. Administrative: Information and Regulation of Union Building, 1949, undated
Box 17. 5. Administrative: Information and Regulation of Union Building, 1949-1954, undated
Box 17. 6. Administrative: Information and Regulation of Union Building, undated
Box 17. 7. Administrative: Inventory, 1947-1948
Box 17. 8. Administrative: Inventory, 1947-1948, undated
Box 17. 9. Administrative: Inventory, 1948
Box 17. 10. Administrative: Inventory, 1954, undated
Box 17. 11. Administrative: Inventory: (1 of 2), undated
Box 17. 12. Administrative: Inventory: (2 of 2), undated
Box 18. 1. Administrative: Kitchens (Early Pioneer), undated
Box 18. 2. Administrative: Lamps, 1946-1947, undated
Box 18. 3. Administrative: Lamps, 1947, undated

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Series 2: Personal Records.

Administrative/Biographical History
The Personal Records series contains Lily Russell's datebooks from when she was Dean of the Union Building, which detail events at the Union Building as well as campus activities. The series also contains letters from Lily Russell to her daughter, Mary, that describe Lily Russell's early life, including her family's move from the Pacific Northwest to Texas.

Item List
Box 30. 1. Personal: Datebook, 1948 September-1949 August
Box 30. 2. Personal: Datebook, 1949 January-September
Box 30. 3. Personal: Datebook, 1949 November-1950 May
Box 30. 4. Personal: Datebook, 1950 June-August
Box 31. 1. Personal: Datebook, 1950 September-1951 May
Box 31. 2. Personal: Datebook, 1951 June-August
Box 31. 3. Personal: Datebook, 1951 September-1952 May
Box 31. 4. Personal: Datebook, 1952 June-August
Box 32. 1. Personal: Datebook, 1952 September-1953 May
Box 32. 2. Personal: Datebook, 1953 June-August
Box 32. 3. Personal: Datebook, 1953 September-December
Box 32. 4. Personal: Datebook, 1954 January-May
Box 33. 1. Personal: Notes on Mrs. Russell's Early Life: (1 of 2), 1958 March
Box 33. 2. Personal: Notes on Mrs. Russell's Early Life: (2 of 2), 1958 March
Box 33. 3. Personal: Notes on Mrs. Russell's Early Life, 1958 April-May

Series 3: University Public Relations Records.

Administrative/Biographical History
The University Public Relations series contains materials about publicity for Baylor University that were produced while Lily Russell was at Baylor, including press releases and newspaper clippings. The series also contains suggestions that various people sent to Russell, including ideas for events and recommendations for improving the university.

Item List
Box 33. 4. Public Relations: Dean of Women, undated
Box 33. 5. Public Relations: Publicity, 1947-1957, undated
Box 33. 6. Public Relations: Publicity, 1948-1949, undated
Box 33. 7. Public Relations: Publicity: (1 of 2), 1949-1947, undated
Box 33. 8. Public Relations: Publicity: (2 of 2), 1949, undated
Box 33. 9. Public Relations: Publicity, 1949-1956, undated
Box 33. 10. Public Relations: Suggestions, 1940-1941
Box 33. 11. Public Relations: Suggestions, 1940-1941, undated
Box 33. 12. Public Relations: Suggestions, 1941, undated