



Smithsonian Institution Archives

Records, 1980-1992, with related records, 1973-1979

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 507
Date:	1980-1992, with related records, 1973-1979
Extent:	6.93 cu. ft. (13 document boxes) (1 12x17 box)
Creator::	Smithsonian Institution Women's Council
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 507, Smithsonian Institution Women's Council, Records

Historical Note

The Smithsonian Institution Women's Council (SIWC) is an assembly of Smithsonian employees formed to represent the concerns of women before the administration of the Smithsonian Institution. The Council was formally established by Secretary S. Dillon Ripley on April 19, 1972. The founding members were appointed by the Office of the Secretary on September 13, 1972 and were thereafter elected by Smithsonian employees.

The SIWC operates as a voluntary support group, reporting directly to the Assistant Secretary for Finance and Administration and working with the Office of Equal Employment and Minority Affairs. It is a member of the Smithsonian Advocacy Network, which is coordinated by the Wider Audience Development Program.

From 1973 to 1979 Council members were elected annually by Smithsonian employees; from then on, elections were held biennially. The Council consists of the twenty members who receive the highest number of votes; the remaining nominees serve as alternates and on committees. The Council has monthly meetings to discuss projects and proposals and to vote on issues. Each member is required to serve on at least one committee; committees meet weekly, every two weeks, or monthly. The Executive Committee, which consists of the Chair, Vice-Chair, Secretary, Treasurer, and Historian, was elected annually by the Council until 1983. Since 1983 the Executive Committee has been elected by the Council six months into its term, for a two-year period. Once a member's term on the Executive Committee is complete, members may choose to continue on the Council for a second two-year term. The Executive Committee meets weekly to discuss administrative priorities and the next monthly agenda.

The Council is dedicated to the support of all employees but concentrates on issues most important to women. Its concerns have included improvement of benefit packages; the institution of day-care facilities;

the advancement of women into upper-echelon positions through training and institutional initiatives; and raising of the general institutional consciousness about issues particular to women, both in the workplace and out. The Council sponsors programs, lectures, and training sessions; operates a library of resources; helped to establish first Women's Week, then Women's History Month at the Smithsonian; worked for family leave, medical leave, and retirement packages; worked for flexible working schedules and job-sharing opportunities; helped to establish the Smithsonian Early Enrichment Center, 1988, and the Infant Care Center, 1991; and has published the *SIWC Newsletter* since 1980, known as *Four Star* throughout this collection. The Council founded the Child Care Advisory Board and the Women in Museums Network. The Senior Advisory Group to the SIWC was formed in 1984 to act as advisors and advocates to the Council.

Chairs of the Smithsonian Institution Women's Council have included: Edna Owens, 1972; Gretchen Gayle (Ellsworth), 1973; Edith Mayo, 1974; Mary C. Quinn, 1975; Diane G. Walker, 1976; Penelope A. Packard, 1977; Rosemary M. DeRosa, 1978; Charlene James, 1979; Audrey B. Davis, 1980; Margaret Santiago, 1981; Elizabeth Beuck (Derbyshire), 1982; Susan Kalcik, 1983-1985; Carolyn Jones, 1985-1987; Judith O'Sullivan, 1987-1989; Ellen V. Sprouls, 4/12/1989-11/19/1989; Janice Kaplan, 1989-1991; Joanne Gigliotti, 1991-1993; and Heidi Schwartz, 1993- .

A complete list of the standing and ad hoc committees of the Council from 1972 to 1992 follows. Most of these committees have records in Series 3 below, but the activities of some are only recorded in monthly Council minutes and have no separate records in this Record Unit:

Ruth Adams - 1984-1985

Affirmative Action - 1988-1989, 1992

Brochure - 1985, 1990

Career Development - 1973-1974, 1976-1979, 1982

Child Care - 1973-1981 (called Day Care, 1982-1985, then part of Services & Benefits, 1985-1992)

Constitutional Review - 1986-1987

Day Care - 1982-1985 (called Child Care, 1973-1981, then part of Services & Benefits, 1985-1992)

Family Leave - 1992

Information Processing - 1981-1985

Mentoring - 1992

Newsletter (includes *Four Star*, 1980-1992) - 1980-1992

Official Collateral Duty - 1985

Outreach - 1986-1990 (combined into Outreach Programs, 1991)

Outreach Programs - 1991-1992

Policies & Procedures - 1982-1983

Programs - 1975-1982, 1986-1990 (combined into Outreach Programs, 1991)

Publicity - 1972-1980 (absorbed into Newsletter, 1980)

Recruitment & Promotions - 1973-1979

May Sarton - 1984-1985

Senior Advisory Group - 1984, 1986, 1989

Services & Benefits - 1982-1992

Training - 1983-1985 (called Workshops and Seminars, then merged with Programs, 1985)

Upward Mobility - 1974-1981

Women's History Month - 1984-1986, 1992

Descriptive Entry

The records of the Smithsonian Institution Women's Council chiefly cover the period from 1980 to 1992, but there is some material from 1973 to 1979. For earlier records, consult Record Unit 310, Records of the Smithsonian Institution Women's Council, 1972-1983. These records of the Council consist of election materials; fiscal records; attendance records; correspondence; memoranda; agendas and minutes of Council and committee meetings; materials on exhibits, conferences, and lectures sponsored and/or attended by Council members; and the Council's revised Constitution and By-laws, 1987. This collection contains a detailed record of the Council's fight for child care in the Smithsonian, including correspondence with consultants, surveys of Smithsonian employees, plans for a proposed facility, and an extensive information file. Also notable are the records of the *SIWC Newsletter*, including copies and rough drafts; an extensive information file on benefits, alternative work strategies, and health and fitness; and photographs of special events. For related activities, see the Records of the Smithsonian Early Enrichment Center, 1984-1994, Record Unit 7443.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Advisory boards
- Day care centers
- Museum publications
- Museums -- Employees
- Women employees

Types of Materials:

- Black-and-white photographs
- Brochures
- Manuscripts
- Newsletters

Names:

- Beuck, Elizabeth C.
- Child Care Advisory Board
- Davis, Audrey B.
- Gigliotti, Joanne

Jones, Carolyn E.
Kalcik, Susan J.
Kaplan, Janice
O'Sullivan, Judith
Santiago, Margaret A.
Smithsonian Early Enrichment Center
Smithsonian Infant Care Center
Smithsonian Institution -- Administration
Sprouls, Ellen V.
Women in Museums Network

Preferred Titles:

SIWC four star: newsletter for the Smithsonian Institution Women's Council

Container Listing

Series 1: ORGANIZATION FILES, 1978-1992

Includes self-nominating petitions; candidates' platform statements and biographies; election procedures; financial data; budget requests; attendance book, 1978-1985; correspondence with Secretary Robert McCormick Adams.

Box 1

Box 1 of 14	Folder 1 Election materials, 1983-1985
Box 1 of 14	Folder 2 Election materials, 1985-1987
Box 1 of 14	Folder 3 Election materials, 1987-1989
Box 1 of 14	Folder 4 Fiscal Records, December 1980-1983
Box 1 of 14	Folder 5 Fiscal Records, 1984-1985
Box 1 of 14	Folder 6 Fiscal Records, 1986
Box 1 of 14	Folder 7 Fiscal Records, 1987
Box 1 of 14	Folder 8 Fiscal Records, 1988
Box 1 of 14	Folder 9 Attendance book, 1978-1985

Box 2

Box 2 of 14	Folder 1 Correspondence with Secretary Robert McCormick Adams, 1984-1986, 1988
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Series 2: MEETINGS' MATERIALS, 1977-1978, 1981-1992, and undated

Includes notices of meetings; minutes; agendas; correspondence; memoranda; general reference to Council activities, which are set out more fully in Committee Files, Series 3; and an information file of articles distributed with agendas and minutes.

Box 2

- Box 2 of 14 Folder 2 Meetings, 1977-1978, May 1981-1982
- Box 2 of 14 Folder 3 Meetings, 1983
- Box 2 of 14 Folder 4 Meetings, January-June 1984
- Box 2 of 14 Folder 5 Meetings, July-December 1984
- Box 2 of 14 Folder 6 Meetings, 1985
- Box 2 of 14 Folder 7 Meetings, January-April 1986

Box 3

- Box 3 of 14 Folder 1 Meetings, May-July 1986
- Box 3 of 14 Folder 2 Meetings, August-December 1986
- Box 3 of 14 Folder 3 Meetings, 1987
- Box 3 of 14 Folder 4 Meetings, 1988
- Box 3 of 14 Folder 5 Meetings, 1989
- Box 3 of 14 Folder 6 Meetings, 1990
- Box 3 of 14 Folder 7 Meetings, 1991
- Box 3 of 14 Folder 8 Meetings, 1992

Box 4

- Box 4 of 14 Folders 1-3 Information File, 1977-1992 and undated. Includes articles and other materials distributed with monthly meeting agendas and minutes.

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Series 3: COMMITTEES' FILES, 1973-1992

Includes information about committee activities within the Council.

Box 4

- Box 4 of 14 Folder 4 Ruth Adams, 1984-1985. Lecture given to SIWC and correspondence surrounding that event
- Box 4 of 14 Folder 5 Brochures, 1985, 1990
- Box 4 of 14 Folder 6 Career Development, 1978
- Box 4 of 14 Folder 7 Child Care, 1973-1974
- Box 4 of 14 Folder 8 Child Care, 1975-1976
- Box 4 of 14 Folder 9 Child Care, Minutes, Memos, 1982-1987
- Box 4 of 14 Folder 10 Child Care, Round Table, 1982
- Box 4 of 14 Folder 11 Child Care, Correspondence - John Jameson; Smithsonian Astrophysical Observatory, 1981-1982, 1987

Box 5

- Box 5 of 14 Folder 1 Child Care, 1980 Survey - Report
- Box 5 of 14 Folder 2 Child Care, 1980 Survey - Rough Drafts and Data
- Box 5 of 14 Folder 3 Child Care, 1980 Survey - Data, continued
- Box 5 of 14 Folder 4 Child Care, 1980 Survey - Data, continued
- Box 5 of 14 Folder 5 Child Care, Surveys, undated, 1983, 1985-1986. Both internal surveys and samples of other agencies' surveys
- Box 5 of 14 Folder 6 Child Care, 1986 Natural History Building Survey - Results
- Box 5 of 14 Folder 7 Child Care, 1986 Natural History Building Survey - Results, continued
- Box 5 of 14 Folder 8 Child Care, 1986 Natural History Building Survey - Results, continued - Proposal

Box 6

- Box 6 of 14 Folder 1 Child Care, 1986 National Air and Space Museum Survey; Proposal
- Box 6 of 14 Folder 2 Child Care, Proposals - Arts & Industries, 1986; National Museum of American History, 1986-1987
- Box 6 of 14 Folder 3 Child Care, Design for Day Care, undated
- Box 6 of 14 Folder 4 Child Care, Surrounding Facilities, 1980-1984, 1986
- Box 6 of 14 Folder 5 Child Care, Federal Regulations and Advice
- Box 6 of 14 Folder 6 Child Care, Day Care Forum, June 24, 1986
- Box 6 of 14 Folder 7 Child Care, Child Care Advisory Board Report, 1987
- Box 6 of 14 Folder 8 Child Care, Model Business Plan for SI Child Care Centers, May 27, 1987

Box 7

- Box 7 of 14 Folder 1 Child Care, Funding Proposal to Women's Committee, 1987
- Box 7 of 14 Folder 2 Child Care, Center for Child Care Alternatives (consultants), 1986-1987
- Box 7 of 14 Folder 3 Child Care, Government Center Child Care Corp.
- Box 7 of 14 Folder 4 Child Care, Information File 1

Box 8

- Box 8 of 14 Folder 1 Child Care, Information File 2
- Box 8 of 14 Folder 2 Child Care, Information File 3
- Box 8 of 14 Folder 3 Child Care, Information File, 1975-1982
- Box 8 of 14 Folder 4 Child Care, Information File, 1984-1987
- Box 8 of 14 Folder 5 Child Care, Information File, General Services Administration

Box 8 of 14 Folder 6 Constitutional Review, Correspondence/Minutes, 1986-1987

Box 8 of 14 Folder 7 Constitutional Review, Edited Copies/Historical, 1986-1987

Box 9

Box 9 of 14 Folders 1-3 Information Processing, 1981-1985 and undated. Most records are from the files of Carolyn Thompson.

Box 9 of 14 Folder 4 Newsletter, *Four Star* Issues, 1980-1990

Box 9 of 14 Folder 5 Newsletter, Correspondence, Memos, Reports, 1980-1985

Box 9 of 14 Folder 6 Newsletter, Correspondence, Memos, Reports, 1986-1990

Box 9 of 14 Folder 7 Newsletter, Cosmos Club Info File

Box 10

Box 10 of 14 Folder 1 Newsletter, Volume 4, nos. 5-6 (February-April, 1984); Volume 5, nos. 1, 2, 3 (January, 1985)

Box 10 of 14 Folder 2 Newsletter, Volume 6, nos. 1, 2 (May, August/September, 1985)

Box 10 of 14 Folder 3 Newsletter, Volume 6, nos. 3, 4 (December, 1985, February/March, 1986)

Box 10 of 14 Folder 4 Newsletter, Volume 7, nos. 1, 2, 3 (June, 1986, March, 1987)

Box 10 of 14 Folder 5 Newsletter, Volume 8, nos. 2, 3 (Summer, Fall, 1988)

Box 10 of 14 Folder 6 Newsletter, Volume 8, no. 4 (Winter, 1989)

Box 11

Box 11 of 14 Folder 1 Newsletter, Volume 9, nos. 1, 3 (Spring, Summer, 1989)

Box 11 of 14 Folder 2 Newsletter, Volume 9, no. 4; Volume 10, no. 1 (Fall, 1989, Winter, 1990)

Box 11 of 14 Folder 3 Newsletter, Volume 10, nos. 2, 3; Volume 11, nos. 1, 2 (Summer, Fall, 1990, Winter, Spring, 1991)

Box 11 of 14 Folder 4 Newsletter, Logo Design 1, 1986-1987

- Box 11 of 14 Folder 5 Official Collateral Duty, 1985
- Box 11 of 14 Folder 6 Programs, 1978
- Box 11 of 14 Folder 7 Publicity, 1977-1978
- Box 11 of 14 Folder 8 May Sarton, 1984-1985. Records of a lecture sponsored by SIWC; most correspondence by Rosemary De Rosa
- Box 11 of 14 Folder 9 Senior Advisory Group, 1984, 1986, 1989
- Box 11 of 14 Folder 10 Services & Benefits, undated, 1978, 1983-1986
- Box 11 of 14 Folder 11 Services & Benefits, 1986-1992
- Box 11 of 14 Folder 12 Services & Benefits, Corporate Fitness Centers, 1982-1983

Box 12

- Box 12 of 14 Folder 1 Services & Benefits, Health Fair, 1983-1985, publicity; reports and results; registration
- Box 12 of 14 Folder 2 Services & Benefits, Health Fair, 1983, organization list
- Box 12 of 14 Folder 3 Services & Benefits, Health Fair, 1983, tables; rooms; volunteers; costs - A/V; surveys; presentations
- Box 12 of 14 Folder 4 Services & Benefits, Health Fair, 1983, parking; correspondence; speakers
- Box 12 of 14 Folder 5 Services & Benefits, Health Index/Profiles
- Box 12 of 14 Folder 6 Services & Benefits, Health Information File, 1981-1983
- Box 12 of 14 Folder 7 Services & Benefits, National Women's Conference on Fitness, 1984
- Box 12 of 14 Folder 8 Services & Benefits, Parental and Medical Leave Act, H. R. 4300, 1986
- Box 12 of 14 Folder 9 Services & Benefits, Physical Fitness Facilities, 1981-1984

Box 13

- Box 13 of 14 Folder 1 Services & Benefits, President's Council on Physical Fitness and Sports
- Box 13 of 14 Folder 2 Training, 1984
- Box 13 of 14 Folder 3 Upward Mobility, 1977-1978
- Box 13 of 14 Folder 4 Women's History Month, 1984-1986. Includes information on the Women in Museums Conference, March 1985

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Series 4: ORGANIZATIONS AND EVENTS/PROJECTS ASSOCIATED WITH SIWC, 1982-1989

Includes materials about organizations that grew out of or were started by the SI Women's Council and events or projects sponsored by the Council but by no specific committee.

Box 13

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|--------------|---|
| Box 13 of 14 | Folder 5 Women in Museums Network, (WiMN) Questionnaires, 1987-1988 |
| Box 13 of 14 | Folder 6 WiMN Questionnaires, 1987-1988, continued |
| Box 13 of 14 | Folder 7 WiMN Records, 1987-1989 |
| Box 13 of 14 | Folder 8 Sexual Harassment Panel Discussion, Sexual Harassment, 1988 |
| Box 13 of 14 | Folder 9 SI Archives Project, 1983-1984. Includes materials on the work done by William Massa and Rosemary DeRosa on Record Unit 310, the SIWC records 1972-1983 |
| Box 13 of 14 | Folder 10 Receptions sponsored by SIWC, Tenth Anniversary Reception, April 6, 1982. Includes invitation lists; sample invitations; receipts; planning notes; etc. |
| Box 13 of 14 | Folder 11 Receptions sponsored by SIWC, "Thank You" Reception, September 18, 1986. Includes invitation lists; sample invitations; receipts; planning notes; etc. |

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Series 5: PHOTOGRAPHS, PICTURES, 1983, 1984, 1989, 1990.

Includes photographs of Smithsonian Child Care Center opening from the *Four Star* Article, Winter, 1989; both color snapshots and b/w sheet photographs of the Health Fair, 1983; pictures by SIWC members, 1990.

Box 13

Box 13 of 14

Folder 12 Photographs: 1983, 1984, 1989; Pictures, 1990

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Series 6: LARGE FORMAT MATERIALS

Box 14

Box 14 of 14 Folder 1 Logo Design 2, 1986-1987

Box 14 of 14 Folder 2 Women in Museums Network, Tapes, 1985, 1987-1988

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