George Herbst

Papers, 1984-1992
4.0 linear feet

Acquisition Number: 1992-21

Acquisition: Transferred by the President’s Office in 1996

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Index: See end of finding aid.

Processing: Katie Selesky, July 2007
George Herbst earned a B.A. in Political Science from St. Mary’s University in San Antonio Texas (1960), and, an M.B.A from Notre Dame University (1971). He held positions at several prep and high schools, as a business manager before returning to St. Mary’s as assistant to the V.P. for Finance and Administration from 1970-1978.

On January 26, 1986, President Lillian Bauder appointed George Herbst Vice President of Finance and Administration of Cranbrook Educational Community on January 26, 1986. Herbst severed as Director of Financial Affairs at University Liggett School in Grosse Pointe Woods, Michigan. Prior to that, he had been in Catholic religious orders.

As the community’s de facto chief operating officer throughout his tenure, Herbst was responsible for the community’s day-to-day administrative operations, including its capital projects and planning initiatives, finances and investments, legal actions, and human relations activities. Under his direction, Cranbrook embarked on several significant building projects, including the restoration of the Greek Theatre; the construction of DeSalle Auditorium; and renovations to Lerchen Hall, Kingswood School, Cranbrook House, and the Henry Booth Studio (the Cranbrook Archives), among other projects. He led the efforts to create Cranbrook’s first community-wide technology infrastructure, life-safety, and security systems. He also was instrumental in the acquisition of Thornlea and in the sale of various Cranbrook properties.

In 1992, Herbst left Cranbrook to become the Vice President of Finance and Administration at the University of Dallas, Texas. He left that institution in 1996 to assume his present position as the Vice President of Business and Finance and Treasurer of Rollins College in Winter Park, Florida. Throughout his career, Herbst has served on several community and professional boards, both locally and nationally.

Scope and Content of Collection

The bulk of the collection dates from 1984-1992. Materials include correspondence, reports, legal documents, and articles that pertain to all of Cranbrook Schools. The collection has been arranged into five series: PROPERTIES, RESTORATION, ADMINISTRATION/CEC GOVERNANCE, OFFICE OF THE PRESIDENT and CEC FINANCE. Documents have been arranged alphabetically.

The PROPERTIES SERIES includes documents relative to the acquisition, appraisal and sale of various parcels of land owned by CEC. Of particular interest is the subseries relating to Orchard Lake in West Bloomfield, MI.
The RESTORATION SERIES includes correspondence, project bids, proposals from architectural firms, timelines, and cost estimates pertaining to a variety of restoration projects across campus.

The ADMINISTRATION AND CEC GOVERNANCE SERIES consists of committees meetings relating to building and grounds and environmental issues around the Cranbrook property.

The OFFICE OF THE PRESIDENT SERIES contains materials relative to upper level personnel at CEC and includes correspondence, resumes, resignations, articles and presentations notes.

The CEC FINANCE SERIES contains financial statements and fund raising documents that pertain to the Cranbrook community.

**Related Collections**

- CEC Assistant to the President Records (1990-20)
- CEC Office of the President, Lillian Bauder (1991-16)
- CIS Director Papers (1990-31)
- Henry S. Booth Papers (1982-05)
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3. Beresford Farm, correspondence, 1984-1995
4. Beresford Farm, correspondence on Metamora property 1981-1982
5. Beresford Farm, Dean Appraisal Company, appraisal, correspondence, 1986-1995
8. Beresford Farm/Metamora, quit claim deed, appraisal, 1983, 1988, 198
9. Beresford Farm, proposed sale and purchase agreement, 1982-1985
11. Beresford Farm, rent on property, No Date
13. Beresford Farm, sale of Lone Pine Rd., 1995
14. Beresford Farm, Taubman correspondence, 1985-1986
17. Kingsbrook Lane, sale of property, 1989
18. Metamora Property, Cornells Family, 1989

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5. City of Orchard Lake, correspondence and newsletters, 1991
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Box 4

2. Finance, 1988-1992
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Box 4


Sub-SubSeries: Finance Committee Binder

Box 5

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