

## BHCC ARCHIVE ITEM LIST/INDEX

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Could eventually add links in this section to corresponding section in document if useful.

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ADD?

[Registrar

Library

Student Life

Advising and Counseling

Health Services

Disability Support Services

Open College  
Self-Directed Learning Center  
Advising and Counseling (or Career and Placement Center was RG 17)  
Sabbatical Reports  
Faculty/Staff Handbooks  
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\*\*\* ADD

Newsletters

- BHCC Brochures and Pamphlets
- Handbooks
- Course Catalogs
- Faculty and Staff publications
- Calendars
- Posters
- Chelsea

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\*\*\* CONSIDER FOR INTEGRATING

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  - Task Forces and Committees

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1985? Holiday Greetings Card

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- RG021.03 – Institutional Effectiveness Reports
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**\*DELETED AND UPDATED OLD RG022 SECTION**

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  - 023.02.05 – Foreign Language Department
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- RG023.08 – S.L.O.A.P. Final Program Assessments
- RG023.09 – S.L.O.A.P. Binders
  - 023.09.01 – S.L.O.A.P Final Report
  - 023.09.02 – S.L.O.A.P Professional Studies (Two Binders)

- 023.09.03 – S.L.O.A.P 2005-2006
- 023.09.04 – S.L.O.A.P 2006-2007
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- 023.09.06 - S.L.O.A.P TASK 2008-2009
- 023.09.07 - S.L.O.A.P 2009-2010
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- 023.09.14 - S.L.O.A.P. (sometime 2004-2006?)
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**LEGACY COLLECTION 999(XXRG/PC)**

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XXPC01.2. Course Description -- **SEE RG011.02**

XXPC01.3 Calendars -- **SEE RG011.04**

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XXPC01.5 BHCC Health Services

XXPC01.6 Faculty & Staff Handbook -- **SEE RG011.07**

XXPC01.6.1. BHCC Faculty & Staff Manuscripts

PC01.7 Faculty Advisor's Handbook -- **SEE RG011.07**

XXPC02 BHCC Newsletters -- **SEE RG011.03**

XXPC03 Student magazines

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XXPC05.10.1 Institutional Effectiveness

XXPC05.11 Communication Departments

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XXPC06 Magazines by faculty & staff

XXPC 06.1 "Teaching for Our Times: A Journal of Good Teaching Practice"  
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(XXRG02 BOARD OF TRUSTEES)  
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XXRG05 Office of Registrar

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XXRG08 Alumni

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RG14 Sabbatical Reports -- **SEE RG014** Sabbatical Reports  
RG15 NEASC Committee – **SEE RG015** NEASC Accreditation  
XXRG16 Self Study/Reviews  
XXRG16. 1 Task Force Report

XXRG17 Career and Placement Center  
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#### **RG001.01 – BHCC Board of Trustees Meeting Minutes – WAS RG02.1**

Contents of Meeting Minutes are indexed as follows: Communications, Public Comments, Previous Minutes, Committee reports President's report/Calendar Events, New Business Executive Session, Adjournment. [For specifics please view the relevant file.]

#### **Box 1**

##### **Folder 1- BHCC Board of Trustees Meetings 1981**

- o March 16. Minutes. Includes Board of Directors By Laws. 7 p.
- o April 7. Minutes. 4 p.
- o May 5. Minutes. 8 p.
- o June 9. Minutes. 6 p.
- o August 18. Minutes. Includes Implementation Procedures for Tuition Waiver Policy. 7 p.
- o September 8. Minutes. 6 p.
- o October 13. Minutes. 7 p.
- o November 5. Minutes. 6 p.

- o December 1. Minutes. 5 p.

## **Folder 2 – BHCC Board of Trustees Meetings 1982**

- o January 5. Minutes. 5 p.
- o February 2. Minutes. 7 p.
- o March 2. Minutes. 6 p.
- o May 4. Agenda. 4 p.
- o May 4. Minutes. 9 p. 2 copies.
- o 1982, May. Document. Board of Trustees List of members. 2 p.
- o Overview of rules for proceeding.
- o June 1. Agenda. 3 p.
- o June 1. Minutes. 6 p.
- o August 3. Minutes. 6 p.
- o September 14. Minutes. Includes Guidelines for College and University Presidential Search and Selection Procedures. 15 p.
- o October 12. Minutes. Includes Presidential Appraisal Form. 12 p.

## **1983**

- o January 4
- o February 1
- o March 7
- o April 4
- o May 2
- o June 6
- o August 11
- o September 12
- o November 7
- o December 5

## **1984**

- o January 9
- o February 7
- o March 6
- o April 10
- o May 1
- o June 5
- o September 4
- o October 9
- o November 8
- o December 4

## **1985**

- o January 28
- o March 4



- o April 1
- o April 27
- o May 6
- o June 3
- o August 28
- o October 7
- o November 4
- o December 2

1986

- o January 27
- o March 3
- o April 7
- o May 1
- o May 5
- o June 2
- o September 8
- o September 29
- o October 6
- o October 24
- o November 3
- o December 1

1987

- o March 9
- o May 11
- o June 8
- o September 14
- o September 19
- o October 19
- o November 9
- o December 14

1988

- o February 1
- o March 21
- o March 28
- o April 11
- o May 9
- o May 24
- o June 13
- o July 11
- o September 12
- o October 17

- o November 14
- o December 7
- o December 12

1989

- o January 9
- o February 13
- o March 13
- o April 5
- o May 8
- o June 12
- o July 10
- o September 11
- o October 16
- o November 13
- o December 11

**Box 2**

1990

- o January 8
- o February 12
- o March 12
- o April 9
- o May 14
- o June 11
- o July 9
- o August 13
- o September 10
- o October 19
- o November 19
- o December 1

1991

- o February 11
- o March 11
- o April 16
- o May 13
- o June 10
- o July 8
- o August 12
- o September 16
- o October 19
- o November 18

- o December 9

1992

- o February 10
- o March 5
- o April 13
- o May 11
- o June 8
- o June 29
- o September 14
- o October 19
- o November 9
- o December

1993

- o January 11
- o February 8
- o March 8
- o April 12
- o May 10
- o June 14
- o July 12
- o August 16
- o September 13
- o October 18
- o November 8
- o December 13

**Box 3**

1994

- o January 10
- o February 14
- o March 7
- o April 11
- o May 9
- o June 13
- o August 8
- o September 12
- o October 17
- o November 14
- o December 12

1995

- o January 9. 46 p. 2 copies.
- o February 13
- o March 13
- o April 10
- o June 5
- o July 10. 6 p. 2 copies.
- o September 11
- o October 16
- o November 13. 29 p. 2 copies.
- o December 11

1996

- o January 22
- o February 12
- o 1996, February 12. Minutes. Open Forum Meeting Minutes. 3 p.
- o March 11
- o April 8
- o May 13
- o June 10
- o July 8
- o September 9
- o October 7
- o November 18
- o December 9

1997

- o January 13
- o February 10
- o Mar 24
- o May 12
- o June 9
- o July 21
- o August 25
- o October 27
- o November 24
- o December 22

1998

- o February 2
- o February 2
- o Mar 23
- o April 30
- o May 18
- o June 22

- o July 29
- o September 28
- o November 30

1999

- o February 23
- o March 29
- o April 26
- o May 24
- o June 28
- o July 27
- o September 27
- o October 25
- o November 22
- o December 20

**Box 4**

2000

- o January 24
- o February 15
- o March 27
- o April 24
- o May 22
- o June 5
- o July 24
- o August 28
- o September 18
- o October 30
- o November 20
- o December 11

2001

- o January 29.
- o February 26.
- o March 26.
- o April 23.
- o May 21.
- o June 25.
- o August 27.
- o October 22.
- o November 26.
- o December 17.

2002

- o January 22
- o February 25
- o March 25
- o April 22
- o May 20
- o July 22
- o September 30
- o October 28
- o November 25
- o December 16

2003

- o January 21
- o February 24. 2 copies.
- o March 24. 2 copies.
- o April 28. 2 Copies.
- o May 19
- o June 30
- o July 15
- o August 19
- o September 22
- o October 27
- o November 17
- o December 15

2004

- o January 20
- o February 23
- o March 22
- o April 20
- o May 24
- o June 21
- o July 19
- o August 23
- o September 27. 2 copies.
- o October 25
- o November 15

**Box 5**

2005

- o January 24. 2 copies
- o February 28. 2 copies.

- o March 28
- o April 25
- o May 23
- o June 27
- o July 18
- o August 22
- o September 26
- o October 24
- o November 21
- o December 19

**Box 6**

2006

- o January 23
- o February 27
- o March 27
- o April 24
- o May 22
- o June 26
- o August 14
- o October 30
- o December 11

**Box 7**

2007

- o February 26
- o March 26
- o April 23
- o May 21
- o June 25
- o September 17
- o October 29
- o November 19
- o December 17

**Box 8**

2008

- o January 28
- o February 25
- o 2008, February 25. Document/Data. Performance Accountability Objective data reports for various metrics: Access and Affordability; Student Access and Success;

Meet Regional Economic and Workforce Developmental Needs; Cost Effective Use of Resources; Fundraising.” 5 p.

- o March 31
- o April 28
- o May 19
- o June 23
- o September 22
- o October 14
- o November 24
- o December 15

**Box 9**

2009

- o January 26
- o February 23
- o March 30
- o April 27
- o May 18
- o June 16
- o August 24
- o September 28
- o October 19
- o November 23
- o December 7

**Box 10**

2010

- o February 22. 19 p. 2 copies.
- o March 22. 20 p. 2 copies.
- o April 26. 24 p. Additional materials include: B2Green Somerville Expo Expenditure Approval, Report on 2009 school year. Memo from President Fifield about new staff hires, and a news article focusing on former Governor Patrick attending a roundtable at BHCC. 2 copies.
- o June 14. 33 p. 2 copies
- o August 23. 31 p. 2 copies.
- o September 27. 20 p. 2 copies. Includes FY 2011 Budget document (21 p.) 2 copies as well
- o November 22. 26 p. 2 copies.
- o December 13. 17 p.



**Box 11**

2011

- February 7. 2 copies (one bound).
- March 28
- April 25
- June 6
- August 22
- September 26
- November 21
- December 19

2012

- February 6
- March 19
- April 30
- June 11
- August 20
- September 24
- November 5
- November 19
- December 17

2013

- January 28
- February 25
- April 22
- May 20
- June 24
- July 29
- September 23
- October 21
- November 18
- December 16

2014

- January 27
- March 24
- April 28
- May 19
- June 23
- October 28
- November 17

2015

- o March 16. 2 copies.
- o May 18. 2 copies.
- o June 15. 2 copies.
- o September 21
- o November 16

2016

- o January 25. 2 copies.
- o March 21. 2 copies.
- o April 25
- o September 19
- o October 17

2017

- o September 18. 2 copies (one bound).
- o October 16. 2 copies (one bound).

2018

- o 2018, April 23. Minutes. Bunker Hill Community College Board of Trustees meeting. 2 Copies. (Packet includes 2018 meeting calendar, Agenda, prior meeting minutes, financial reports, and sponsorships).
- o 2018, September 24. "Bunker Hill Community College Board of Trustees: File Copy." 2 Copies. (Packet includes 2018-2019 Meeting Calendar, Agenda, Minutes, Budget documents, Grant Activity and Expenditure Approvals)
- o 2018, November 19. Minutes. "Bunker Hill Community College Board of Trustees Meeting. (Includes Agenda, Meeting Minutes, and other reports). 2 copies.

2019

- o 2019, January 28. Minutes. "Bunker Hill Community College Board of Trustees Meeting." (Includes Agenda, Meeting Minutes, and other reports). 2 copies.
- o 2019, March 25. Minutes. "Bunker Hill Community College Board of Trustees Meeting." (Includes Agenda, Meeting Minutes, and other reports). 2 copies.

2020

- o 2020, February 24. Minutes. "Bunker Hill Community College Board of Trustees Meeting. (Includes Agenda, Meeting Minutes, Financial Reports). 31 p.

RG001.02 – BHCC Board of Trustees Reports and Correspondence

**Folder 1 – Reports to BHCC Board of Trustees. (FKA RG02.2)**

- 1992, August. Report. September 1, 1991 to the Present: Report on the 1991-1992 Academic Year." Submitted to the Board of Trustees. Assar, Katheen E. 59 p. 2 copies.

- 1995, October 11. From: Mon O'Shea, Interim President. To: The College Community. Re: Employee Reimbursement Report. Includes a copy of the draft of the report and letters related to the process. 14 p. 2 copies.

**Folder 2 – BHCC Board of Trustees Correspondence. (FKA RG02.3)**

- 1982, April 30. Memo. From: President Shively. To: Board of Trustees. Re: Distinguished Service Awards. 2 p.
- 1987, February 6. Memo. From: Robert L. Gallagher, Vice Chairman. To: President Shively. Re: Candidate for Board Chairman. Two other memos are attached:
  - 1987, February 10. Memo. From: Paul W. Losordo. To: President Shively. Re: Candidate for Vice Chairman.
  - 1987, February 12. Memo. From: Edna Pruce. To: President Shively. Re: Candidate for Secretary.
- 1995, September 29. Memo. From: Anne Hyde. To: The College Community. RE: President Stikes Resignation Announcement. 2 copies.
- 1995, October 25. Memo. From: Diane Smith. To: William Hart. Re: Board of Trustees Reports. Includes a grid that shows how many copies of Board of Trustees reports are in the library's possession. 2 p. 2 copies.
- 1995, November 13. Memo. From: Bill Hart, Assistant to the President. To: Diane Smith. Re: Request for Board of Trustees Minutes.
- 1996, January 12. Memo. From: Anne Hyde. To: Board of Trustee Members. RE: Higher Education Coordinating Council Meeting.
- c. 1997, May 12. Letter. From: Dr. Bruce G. Robinson. To: Anne Hyde. RE: Not seeking second term on Board of Trustees.
- 1998, May 12. Memo. From: Bill Hart. To: BHCC Board of Trustees. RE: Board Appointment.
- 1998, May 19. Letter. From: Anne Hyde. To: Judith I. Gill. RE: Amending first paragraph of Segmental Mission Statement.
- 2002, January 7. Memo. From: Board of Trustees. To: Richard DeAgazio. Re: Welcome letter. Includes a resume and short biography. 5 p.

**Folder 3 – BHCC Board of Trustees Finance. (FKA RG02.4)**

- 1995, October 10. Memo. From: Mon O'Shea, Interim President. To: Chairperson Anne Hyde and Members of the Board of Trustees. Re: Reconstructing the FY96 Budget. Includes a fiscal analysis document. 3 p.
- 1995, October 17. Memo. From: Mon O'Shea, Interim President. To: Linda Weinstein, Librarian. Re: Placement of Reconstructed FY 1996 Budget. Includes a copy of the budget document. 6 p.

## **BHCC Board of Trustees Progress Summaries 1981-1992. (FKA RG02.5).**

These are a series of binders:

- "March 1981-September 1981."
- "October 1981-December 1981."
- "January 1982-December 1982."
- "January 1983-December 1983."
- "January 1984-December 1984."
- "Miscellaneous Board Material."

### RG001.03 – BHCC Board of Trustees Members

#### **Folder 1 – Board of Trustees Members**

- 1999, June 29. Press Release. Describes Jeanne-Marie Boylan's appointment to the Board of Trustees.
- 1999, June 30. Press Release. "Jeanne-Marie Boylan of Boston Named Bunker Hill Community College Trustee." 2 p.
- 1999, July 1. Press Release. "Jeanne-Marie Boylan of Boston Named Bunker Hill Community College Trustee, Elected Chair." 2 p.
- 2000, February 14. Email. From: Vaness Adams. To: mnews@cnc.com and Mary Fifield.
- 2000, February 25. Memo. From: Skip Sesling. To: Marvin Pave. Re: Jeanne-Marie Boylan. 2 p.
- 2003, July. Video (DVD). Jeanne-Mary Boylan ACCT Award. 1 disc.
- 2003, September. Document. "Ray Monkiewicz Bio."
- 2004, May 28. Press Release. "Bunker Hill Community College Bestows President's Award on Kayem Food Executive." 2 p.
- 2005, June 8. Newspaper article. "Tom Cunha receives award from BHCC." *The Charlestown Bridge*.
- N.D. Photograph. Black and white image of Jeanne-Marie Boylan. 2 copies.
- N.D. Press Release. "President's Distinguished Service Award Recipient Jeanne-Marie Boylan."
- N.D. Document. Resume of Robert S. Miller.
- N.D. Photograph. Black and white image of Robert S. Miller. 2 copies.
- N.D. Document. Resume of James T. Chadwick.
- N.D. Photograph. Black and white image of James T. Chadwick. 2 copies.

#### **Folder 2 – Student Members**

- 1999, August 6. Press Release. "Michael E. Sullivan of Ashland Reelected Bunker Hill Community College Student Trustee."

- 1999, October 25. Press Release. "Michael E. Sullivan Reelected Bunker Hill Community College Trustee." 3 p.
- N.D. Photograph. Black and white image of Michael Smith.

### **Folder 3 – Alumni Trustees**

- 1999, July 1. Press Release. "Donna Clark of Dorchester Appointed Bunker Hill Community College Trustee."
- 1999, July 8. Newspaper article. "Trusteed Alumnae." *Dorchester Reporter*. 2 copies.
- N.D. Photograph. Black and white image of Donna Clark. 2 copies.

### **Folder 4 – Thomas Kershaw**

- 1996, December 5. Program. "National Council for Resource Development Benefactors Awards Banquet." 13 p.
- 2002, April 11. Invitation. From: The Boston Minuteman Council. Lady Baden Powell Awards Luncheon – Presentation of the Boston Minuteman Council Golden Achievement Award to Florence Kershaw.
- 2002, April 11. Invitation. From: The Boston Minuteman Council. Lady Baden Powell Awards Luncheon. Includes a handwritten note and sponsorship information. 2 p.
- 1996, June 4. Press Release (Johnson & Wales University). "Johnson & Wales University 'Cheers' for Honorary Degree Recipient Thomas A. Kershaw"
- 1996, October 2. Email. From: Bill Craft. To: Joanne Dowling. Re: NCRD Benefactor Award. Includes a copy of an article. 2 p.
- 1996, December 16. Memo. From: Kathy Giordano, Marketing. To: Vice President William Craft; Assistant to President William Hart; Damien DeVasto, Director of Marketing. Re: Tom Kershaw NCRD Benefactor Award. Includes a copy of a press release. 2 p. 2 copies.
- N.D. Press Release. "Johnson & Wales University 'Cheers' for Honorary Degree Recipient Thomas A. Kershaw." 2 p.
- N.D. Press Release. "Thomas A. Kershaw, Owner of Boston's Famed Hampshire House" 2 p.
- N.D. Press Release. Includes biographical information on Thomas Kershaw.
- N.D. Press Release. "President's Distinguished Service Award: Thomas A. Kershaw"
- N.D. Document. Resume of Thomas A. Kershaw. 6 p.

### **Folder 5 – Guides and Handbooks**

- 2018. Handbook. "New Trustees Orientation 2018: Bunker Hill Community College." Includes an overview of BHCC and data related to the Board of Trustees. 27 p.

## RG002 – Office of the President

### RG002.01 – BHCC Presidents

#### **Box 1**

##### **Folder 1: Harold Shively (1972-1984)**

- 1972, December 9. Letter. From: Harold Shively. To: North Shore Community Colleagues. Re: Being named President of BHCC.
- 1973. Document. "Bunker Hill Community College One Year Operational Plan 1974-1975." 2 p.
- 1973, February 13. Memo. From: Harold Shively. To: All Presidents. Re: Positions at Bunker Hill Community College.
- 1973, August 3. Memo. From: President Shively [Harold E. Shively]. To: Faculty and Staff. RE: Furniture contractor running late/Updates for first semester.
- 1973, August 13. Memo. From Harold E. Shively, President. To: All Faculty. Subject: Governance at Bunker Hill Community College.
- 1973, August 16. Memo. From: Harold E. Shively. To: All Faculty. Re: Governance at Bunker Hill Community College. Includes a document on the committees of BHCC.
- 1973, August 17. Memo. From: Harold E. Shively. To: All Faculty and Staff. Re: Invitation to Cocktail Party.
- 1973, December 10. Memo. From: President Shively. To: All Faculty and Staff. RE: CLEP Examinations. Includes College Level Examination Program guidelines. 5 p.
- 1974, January 16. Memo. From: President Shively. To: All Bunker Hill Community College Employees. Re: Release Time Policy. 2 p.
- 1975, September 5. Memo. From: President Shively. To: All Faculty and Staff. Re: Important element of the desegregation plan involves the pairing of Boston public schools with neighboring colleges and universities in the greater Boston area. 2 p. 2 copies.
- 1975, September 10. Memo. From: The Office of the President. To: John Hawkins. Re: Building Design & Construction Magazine. Includes a copy of a newspaper article.
- 1976, February 12. Memo. From: President Shively. To: Faculty and Staff. Re: Accreditation Visit.
- 1976, September 9. Document. "One Year Operational Plan 1976-77." 3 p.
- 1977, August 17. Document. "One Year Operational Plan 1977-1978." 3 p.
- 1977, December 29. Letter. From Harold E. Shively. To: Members of All College Council. Re: Academic Affairs Committee Recommendation.

- 1978, January. Document. "Section 504 of the Rehabilitation Act of 1973 Transition Plan." 4 p.
- 1978, April 5. Letter. From: Harold E. Shively. To: Dr. Jules O. Pagano. Re: European Studies Program. Includes a copy of an additional letter. 4 p.
- 1978, August 22. Memo. From: President Shively. To: All Bunker Hill Community College Employees. Re: Release Time Policy for Bunker Hill Community College. 2 p.
- 1979, April 10. Memo. From: President Shively. To: Faculty Bulletin. Re: Information for the Special Commission on the Reorganization of Higher Education. 2 p.
- 1979, November 9. Letter. From: Harold E. Shively. To: Theodore Carlson. Re: Letter of thanks for Carlson's Open House participation. 1 p.
- 1980, February 1. Memo. From: Office of the President. To: Faculty and Staff. Re: General Faculty-Staff Meeting.
- 1980, June 2. Letter. From: Harold E. Shively. To: All Administrators and Faculty. Re: Scheduling Events Within the College.
- 1983, May 3. Letter. From: Mon O'Shea. To: Ted Carlson. Re: Notice of Distinguished Service Award. 1 p.
- 1984, May 9. Memo. From: Alan M. Saval. To: The General Faculty. Re: Report of the Ad Hoc Graduation Committee. Includes 2 copies of a document on the committee's recommendations. 4 p.
- 1984, October 18. Memo. From: President Shively. To: Deans Assar, Saval., Chrisholm Bonah, Paul Richards, Susan Donnelly, Dick Wahlgren, and Graduation Marshals. Re: Ad Hoc Graduation Committee.
- 1984, October 30. Memo. From: President Shively. To: Dean Assar. Re: Graduation Committee. Includes copies of past memos. 5 p. 2 copies of original memo.
- 1984, December 5. Memo. From: President Shively. To: Sheila Beyer. Re: Nominating Committee.

#### **Folder 2: Harold Shively Continued (1985-1988)**

- 1985. Document. "Institutional Goals 1985-1986." Includes the goals of individual departments. 17 p.
- 1985, January 1. Memo. From: President Shively. To: BHCC Community. Re: Institutional Goals for 1984-1985. 10 p.
- 1985, February 26. Memo. From: President Shively. To: Doug Clifford. Re: Honors Committee and Graduation Committee.
- 1985, October 21. Memo. From: President Shively. To: Members of the Board of Trustee. Re: Longer Range Planning Issues for Discussion on November 4, 1985. 2 p.

- 1985, October 21. Memo. From: President Shively. To: Board of Trustees. Re: Attached document with comments on community colleges prepared by the Middle States Association of Colleges and Schools. 3 p.
- 1985, November 4. Document. "Bunker Hill Community College Master Plan Update: Goals for Academic Year 1985-96." Includes copies of the goals of individual departments. 26 p.
- 1986, September 17. Memo. From: President Shively. To: All Faculty and Staff. Re: College Parking. 2 p.
- 1986, November 18. Memo. From: John E. Murphy. To: President Shively. Re: FICA Tax for Medicare Coverage.
- 1987, March 16. Memo. From: President Shively. To: John Hawkins. Re: Attached copy of the Fact Finders Report relative to the collective bargaining between the Community Colleges and the MCCA. Includes a copy of the report. 26 p.
- 1988, February 17. Memo. From: Kathleen E. Assar. To: volunteers. Re: "Unique Gifts Task Force" for President Shively.
- 1988, April 16. Program. "Testimonial Dinner Dance in honor of President Harold E. Shively on the occasion of his retirement." Harold Shively. Includes the program and menu. 2 copies.
- 1988, April 16. Invitation. To: The Chairman and Members of the Board of Trustees. From: Harold E. Shively. Retirement Dinner.
- 1988, May 4. Memo. From: Kathleen E. Assar. To: N. Parkas, J. Bethoney, T. Carlson, D. Clifford, M. Concannon, E. Liu, L. Sousa. Re: President's Retirement Reception.
- N.D. Document. "Operational Policies." Includes information on BHCC departments, the grading system, salaries, and additional policies. 8 p.
- N.D. Document. "Bunker Hill Community College." Includes information on the structure and policies of BHCC. 5 p.
- N.D. Form. "Bunker Hill Community College Division of Continuing Education Evaluation Form." 2 p.
- N.D. Document. "Collective Bargaining." 4 p.
- N.D. Document. "Curriculum Committee (continued)." Includes information on the various committees that exist at BHCC. 6 p.

### **Folder 3: BHCC the First Twenty Years**

- c. 1993. Book. "Bunker Hill Community College: The First Twenty Years: Reflections of a Founding President." Harold E. Shively. 97 p. 2 copies.

### **Folder 4: Piedad Robertson (1988-1991)**



- 1988, October 13. Memo. From: Piedad F. Robertson. To: All Bunker Hill Community College Employees. Re: Strategic Directions for BHCC: Restructure for Renewal. Includes a copy of the renewal issues report. 12 p.
- 1989, May 4. Memo. From: Piedad F. Robertson. To: All Employees of Bunker Hill Community College. RE: Celebration – May 11, 1989 at 3:00 p.m. D-Lounge.
- 1989, August 26. Document. “Experimental Schedule Shortened Workweek – August 1989.” 2 p.
- 1990, May 24. Memo. From: Estelle Resnik [ACE Fellow]. To: President Piedad Robertson. RE: Final Project Report. Includes Report submitted by Estelle Resnik to President Robertson entitled, “Basis Skills Testing and Instruction: A Study of Effects.” 21 p.
- August 21, 1990. Memo. From: Piedad F. Robertson, President. To: John Hawkins and Chuck Shairs. Re: LASPAU – John Robert Lee
- 1990, October 25. Memo. From: Piedad F. Robertson, President. To: All Bunker Hill Community College Faculty and Professional Employees (Unit and Non-Unit). Re: Special Cost Reduction Measures. Includes documents on cost-saving alternatives. 10 p.
- 1991. Document. “The Year in Review: Bunker Hill Community College 1990-1991.” 32 p.
- N.D. Newspaper clipping. “All in a Name.”

#### **Folder 5: Kathleen Assar (interim) (1991-1992)**

- 1992, May 8. Letter. From: Interim President Kathleen E. Assar. To: Cynthia Fong. RE: Sabbatical Recommendation to the Board.
- 1992, May 13. Memo. From: Robert G. Ross. To: Kathleen E. Assar. Re: Progress Report. 5 p.
- 1993. Document. “Division of Academic and Student Affairs Dr. Kathleen E. Assar, Vice President – Part 1: Progress of Goals – 1992/1993.” 28 p.

#### **Folder 6: Kathleen Assar (interim) (1991-1992) - Reports**

- 1992, August. Report. “September 1, 1991, to the present: A report on the 1991-1992 Academic Year.” Office of the President. Assar, Kathleen E. Presented to the Board of Trustees of Bunker Hill Community College. 58 p.
- 1993, April. Loose leaves. “Total Quality Management in the College Environment.” Assar, Kathleen E. 100 p. (2 copies: 1 loose leaf; 1 bound).

#### **Folder 7: President Stikes (1992-1995)**

- 1992, September 11. Memo. From: C. Scully Stikes, President. To: Chair, Board of Trustees, Bunker Hill Community College. Re: Transition Paper: Developing and Implementing an Authentic Educational Institution. 6 p. 2 copies.

- 1992, October 24. Newspaper article. "Scully Stikes changing course of Bunker Hill Community College." *The Boston Globe*. Cohen, Muriel. 2 p. 2 copies.
- 1992, November 18. Document. "The Challenge to Leadership - Authenticity." 8 p.
- 1993, April 27. Memo. From: C. Scully Stike. To: The College Community. RE: Passing of faculty member Gerald M. Shea.
- 1993, October 14. Document. "Bunker Hill Community College Mission Statement." Includes College Goals and Institutional Priorities. Submitted by Stikes, Scully C. to Bunker Hill Community College. 4 p.
- 1994. Report. "Goals and Achievements, AY 1993-1994." Stikes, Scully C. and Assar, Kathleen E. 66 p.
- 1994, February 16. Letter. From: C. Scully Stikes. To: Representative Richard Voke. RE: Chelsea Campus funding and Post Office Renovation.
- 1994, February 17. Letter. From: C. Scully Stikes. To: Representative Richard Voke. Re: Chelsea Campus Advisory Committee. Includes a list of members and responsibilities. 10 p.
- 1994, February/March. Magazine article. "Charles E. "Scully" Stikes, Bunker Hill Community College." *Community College Journal*. Stanley, Ron. 2 p.
- 1994, April 5. Letter. From: Sheila S. Crawford. To: Mr. C. Scully Stikes. Re: 1993-1994 Education Award. 2 copies.
- 1994, April 2. Letter. From: Sheila S. Crawford. To: Mr. C. Scully Stikes. Re: 1994 Award Recipient.
- 1994, May 24. Letter. From C. Scully Stikes. To: The Honorable Joseph P. Kennedy II. RE: Request for favorable vote on the Reemployment Act of 1994.
- 1994, July 30. Letter. From: C. Scully Stikes. To: Rachele Cohen [Boston Herald Editor]. RE: Response to two articles published in the Boston Herald regarding the soundstage project and Chelsea Campus. 3 p. Third page includes drafted paragraphs and the name of the two Boston Herald articles.
- 1994, August 18. Letter. From: C. Scully Stikes. To: George Cashman [Teamsters Local 25 President]. RE: Call to action for BHCC Sound Stage Project within Division of Capital Planning and Operations.
- 1994, September 16. Letter. From: Charles "Scully" Stikes and David K. Scott. To: Governor William F. Weld. RE: Invitation to governor candidate forum on BHCC campus.
- 1994, September 30. Memo. From: Mon O'Shea. To: President Stikes. RE: Labor Relations Status Report (MCCC/MTA), Outstanding Grievances. 2 p.
- 1995, January 5. Letter. From: Charles "Scully" Stikes. To: Honorable Thomas Menino. RE: BHCC golf tournament invitation.

- 1995, February 15. Letter. From: Piedad Robertson. To: Charles "Scully" Stikes. RE: Capital projects approval and discussion of other projects. Includes draft copy of President Stikes' follow-up letter on capital projects. 4 p.
- 1995, March 28. Letter. From: Charles "Scully" Stikes. To: Everett Public Schools Superintendent, Frederick F. Foresteire. RE: All-Day Session for multicultural awareness.
- 1995, March 29. Memo. From: Stanley Z. Koplik. To: Public College and University Presidents. RE: Guidelines on Student Charges for 1995-96.
- 1995, May 31. Letter. From: Charles "Scully" Stikes. To: Gloria Larson. RE: Ask for continued support.
- 1995, June 1. Letter. From: Del Bena, Lieutenant, U.S. Navy. To: C. Scully Stikes. Re: Commander Amirault Retirement.
- 1995, June 21. Memo. From: David Pierce. To: AACC Board of Directors; Interested Parties. RE: Financial Aid for Legal Aliens is in Jeopardy Again.
- 1995, June 28. Letter. From: Charles "Scully" Stikes. To: Senator Edward M. Kennedy. RE: Reconsider support for Immigrant Control and financial Responsibility Act.
- 1995, July 10. Letter. From: Edward M. Kennedy. To: C. Scully Stikes. RE: Reply to June 28 letter to oppose support.
- 1995, August 30. Memo. From: C. Scully Stikes. To: Faculty. Re: 1995-1996 Academic Year. 2 p.
- 1995, December 13. Newspaper clipping. "Ex-College President files Lawsuit." *Boston Herald*.
- N.D. c. September 1995. Letter. From: C. Scully Stikes. "An Act of Injustice" 2 p. 2 copies.
- N.D. Press release. President Stikes will visit China and Hong Kong as part of delegation. 2 p.

#### **Folder 8: President Mon O'Shea (interim) (1995-1997)**

- N.D. Letter. From: Maurice O'Shea. To: Sir/Madam. RE: Interim President announcement. 2 copies.
- 1995, September 29. Memo. From: Mon O'Shea. To: The College Community. RE: Meeting with College Community regarding President Stikes resignation.
- 1995, October 6. Memo. From: Mon O'Shea. To: The College Community. RE: Freeze on contract negotiations/consulting service contracts/hire on new hires.
- 1995, October 10. Memo. From: Mon O'Shea. To: Chairperson Anne Hyde and Members of the Board of Trustees. RE: Reconstructing the FY96 Budget. Includes Fiscal analysis and State Appropriation Report. 4 p.
- 1995, October 11. Memo. From: Mon O'Shea. To: Anne Hyde. RE: Presidential Search Information.

- 1995, October 11. Memo. From: Mon O'Shea. To: The College Community. RE: Peat Marwick LLP Reports placed in library. Memo includes the Draft Report, Peat Marwick correspondence with Anne Hyde, and the final report. 15 p. (draft: 7p; final: 6p.)
- 1995, October 12. Memo. From: Mon O'Shea. To: MCCC/MTA Members. RE: MCCC/MTA Chapter going "work-to-rule."
- 1995, October 17. Memo. From: Mon O'Shea. To: Milton Santiago. RE: Executive Offices – Cost Center; Bill Hart appointed Cost Center Manager.
- 1995, October 19. Letter. From: Maurice F. O'Shea. To: Donna Kolikow. RE: BHCC hosted signing ceremony for "Circumferential Ring Compact." 2 copies.
- 1995, October 20. Letter. From: Maurice F. O'Shea. To: William Coughlin (President of the Greater Boston Chamber of Commerce). RE: Call for continued interest and introduction.
- 1995, October 23. Memo. From: Mon O'Shea. To: The College Community. RE: The Presidential Search. Includes memos sent to Mary Provo; Kristine Dow; Robin Rotondo; Gwen Shelton; Charles Chisholm to present two individuals to the board for the Presidential Search Committee. 5 p.
- 1995, October 31. Memo. From: Mon O'Shea. To: The College Community. RE: Bunker Hill Community College Updates. 3 p.
- 1995, November 8. Letter. From: Mon O'Shea. To: Charles Chrisholm. Re: Presidential Search Committee.
- 1995, November 13. Memo. From: Mon O'Shea. To: Milton Santiago. Re: Implementation of Peat Marwick Recommendations PM Report to the Board of Trustees, November 9, 1994.
- 1995, November 15. Memo. From: Mon O'Shea. To: Late Afternoon, Evening and Weekend College BHCC Students. RE: The Services Available to You. Includes table showing Closing Times of Selected Academic and Student Services. 3 p.
- 1995, November 15. Letter. From: Ayesha Moore, The Black Student Union, Mistral Thompson, The Haitian Kombit Club. To: Mon O'Shea. RE: Join Us In Our Silent March! Letter includes list of demand and grievances regarding President Stikes, and racial injustices regarding South African students and other Black Faculty. 3 p.
- 1995, November 20. Memo. From: Mon O'Shea. To: The College Community. RE: College Updates. 4 p.
- 1995, November 27. Memo. From President O'Shea. To: Executive Staff. RE: De-Briefing of Evacuation – November 14, 1995.
- 1995, November 29. Memo. From: Mon O'Shea. To: The Honorable William E. Bulger. RE: Congratulations on the University President job.

- 1995, December 5. Letter. From: Mon O'Shea. To: Members of Bunker Hill Community College Professional Association. RE: Stance on withholding grades due to contract negotiations.
- 1995, December 7. Memo. From: Mon O'Shea. To: Executive Staff. Re: Performance Measurement System. Includes Chancellor Stanley Z. Koplik's Report of the Task Force on Higher Education Goals and Objectives, Performance Measures and Performance Accountability. 13 p. (report: 11 p.)
- 1995, December 7. Letter. From: Mon O'Shea. To: General Address- "Colleague." RE: President and Union negotiations stall call to arms.
- 1995, December 18. Memo. From: Mon O'Shea, Interim President. To: The College Community. Re: End of Fall Semester. 2 p. 2 copies
- 1995, December 27. Memo. From: Mon O'Shea. To: Richard Wahlgren. RE: Capital Projects in BHCC. Includes list of projects for the 96' Fiscal Year. 4 p.
- 1996, January 24. Memo. From: Mon O'Shea. To: Anne Hyde. RE: MCCA Meeting in Worcester.

**Folder 9: President Mon O'Shea (interim) (1995-97) cont.**

- 1996, February 7. Fax Memo. From: Harold E. Shively. To: Mon O'Shea. RE: Two community college development in Yemen, request for faculty to assist setting up programs for college. 2 copies.
- 1996, February 20. Memo. From: Jim Ware. To: President O'Shea. RE: Azerbaijan Project. Includes memo from Tom Wylie to Jim Ware about the final payment to the Azerbaijan project. 2 p.
- 1996, February 22. Memo. From: Mon O'Shea. To: Executive Staff. RE: Anne Hyde response to Auditors. Includes Anne Hyde's letter to Joseph DeNucci (MA State Auditor), and correspondence between Anne Hyde and President Stikes regarding the Peat Marwick Audit (correspondence dated, November 21 and November 30, 1994). 6 p. 2 copies.
- 1996, February 22. Memo. From: Mon O'Shea. To: The College Community. RE: Staffing Changes – Effective February 26, 1996.
- 1996, March 12. Memo. From: Mon O'Shea. To: The College Community. RE: Spring 1996 administrative updates.
- 1996, April 8. Letter. From: Maurice F. O'Shea. To: Representative Paul C. Demakis. RE: Call for support for FY'97 budget and for Representative Ellen Story's amendments.
- 1996, April 25. Memo. From: Mon O'Shea. To: Milton Santiago. RE: Delegation of BHCC analysis for remedial course work, and planning for New Chelsea Campus.

- 1996, May 8. Memo. From: Mon O'Shea. To: Vice Presidents Craft, Nelson and Ware; Deans Bonaparte and Sanford-Harris. RE: Recommendations – FY'96 NUP Salary Increases.
- 1996, May 29. Letter. From: Joseph P. Kennedy II. To: Maurice O'Shea. RE: Invitation to Legislative Briefing and Luncheon in Washington.
- 1996, June 11. Memo. From: Mon O'Shea. To: The College community. RE: Promotion and faculty reassignments.
- 1996, June 14. Letter. From: Maurice F. O'Shea. To: Senator Paul White. RE: Invitation to June 25 breakfast on Charlestown Campus.
- 1996, July 5. Letter. From: Mon O'Shea [Maurice F. O'Shea]. To: Senator Paul White: RE: Thank you for coming to campus July 2<sup>nd</sup>.
- 1996, August 5. Report. "A Report to Mon O'Shea Acting President Bunker Hill Community College From Richard Klayman Professor of History and Politics." Submitted to Interim President Mon O'Shea. Klayman, Richard. 11 p. (attached is a short thank you from President O'Shea to Klayman.)
- 1996, August 6. Memo. From: Mon O'Shea. To: Bill Hart. RE: College Response to Peat Marwick Audit Report. Includes BHCC Management Team Response to Audit Report Recommendations [19 p. report; 20 p. including memo].
- 1996, August 14. Memo. From: Mon O'Shea. To: Executive Staff. RE: FY'97 Financial Reporting. Includes memo from August 12, 1996 from Mon O'Shea to Anne Hyde [Chairperson of the Board] that shows projected Revenues and FY97 expenditures. 5 p.
- 1996, August 15. Memo. From: Mon O'Shea. To: The College Community. RE: College Updates. 2 p. (double-sided)
- 1996, September 4. Memo. From: Mon O'Shea. To: Judy Oleks. RE: Presidential Appointments College Forum Standing Committees (1996-97).
- 1996, September 11. From: Mon O'Shea. To: Stanley Z. Koplik. RE: Call for the Board of Higher Education to meet with other trustees for cost reduction plans.
- 1996, September 25. From: Mon O'Shea. To: Board of Trustees. RE: Attached Initiatives. 2 p.
- 1996, September 30. From: Mon O'Shea. To: The College Community. RE: Early semester college updates. 2 p. (double-sided). 2 copies.
- 1996, September 30. Letter. From: Maurice F. O'Shea. [Mon O'Shea]. To: Henrietta Davis. RE: Unable to attend Cambridge 150<sup>th</sup> Anniversary.
- 1996, October 28. Memo. From: Mon O'Shea. To: Board of Trustees. RE: The New Chelsea Groundbreaking.
- 1996, October 30. Memo. From: Mon O'Shea. To: Members of the Board of Trustees and the College Community. RE: Soundstage Complex Update. 2 p. (Double-sided)

- 1996, November 1. Memo. From: Mon O'Shea, Interim President. To: Department Chairs: P. Akillian, A. Massaro, T. McLaughlin, H. Hutchinson, S. Shore, J. Lindamood, B. Briggs, P. Kukura, S. Cassara, C. Senato, R. Boulware, J. Miller, J. Bentley, J. Campton, C. McGlynn, R. Steeper, J. Tully, M. Diamond, J. Burnett, M. Langway, J. Bouvinett, S. Graham, S. Allen, S. Walling, and P. Alexander. Re: Agreement between Bunker Hill and Fenway Middle College High School.
- 1996, November 20. Memo. From: Mon O'Shea. To: The College Community. RE: Updates. 2 p. (double-sided).
- 1996, November 27. Memo. From: Mon O'Shea. To: The College Community. RE: BHCC Elects New President.
- 1996, December 17. Letter. From: Charles Chisholm [BHCC/PA Chapter President]. To: Interim President O'Shea. RE: Airing of grievances over alleged intimidation tactics O'Shea employed based on articles published in BHCC/PA newsletter. Includes December 13 letter from O'Shea where he tells Chisholm he dislikes a letter published in the December 1996 Association Newsletter; also includes Administrative staffing data from other Community Colleges in Massachusetts at the time. 6 p.
- 1996, December 24. Letter. From: Mon O'Shea [Maurice F. O'Shea]. To: US Secretary of Education Richard Riley. RE: Follow up on Riley's visit to BHCC and Title III conversations. 2 p.
- 1997, January 3. Memo. From: Mon O'Shea. To: Members of the Board of Trustees. RE: President Fifield campus visit on January 9 and 10/informal Board meeting.
- 1997, January 30. Memo. From: Anne Hyde, Chairperson. To: Members of the Board of Trustees. Re: Meeting Updates.
- 1999, June 22. Invitation. To: BHCC Faculty and Staff. From: Mary Fifield. Mon O'Shea's retirement. 2 copies.

#### **Folder 10: Peat Marwick Report on BHCC**

- 1996, February 2. Memo. From: Mon O'Shea. To: Anne Hyde. RE: Peat Marwick Systems Report – Accounting Policies and Financial Reporting. **Note: The following bullet points underneath this entry were included with the memo.**
  - 1996, January 2. Report. "Peat Marwick Report Accounting Policies and Financial Reporting Agreed-Upon Procedures Part I – Generally Accepted Accounting Principles." Submitted to Bunker Hill Community College. Peat Marwick. 12 p.
  - 1996, January 2. Report. "Peat Marwick Report Accounting Policies and Financial Reporting Agreed-Upon Procedures Part II – Internal Control System." 20 p.
  - 1996, January 2. Report. "Peat Marwick Report Accounting Policies and Financial Reporting Agreed-Upon Procedures Part III – Policy Evaluation." 22 p.

- 1996, January 2. Report. "Peat Marwick Report Accounting Policies and Financial Reporting Agreed-Upon Procedures Part IV – Tax Issues, Part V – Computer System, Part VI Access – Control Objectives, Part VII – Systems Development and Program Change Control Objective." 8 p.

#### **Folder 11: Presidential Search 1996**

- 1996. Pamphlet. "Presidential Search." Includes a summary of the position and qualifications.
- 1996, February 27. Document. A job description for the position of president at BHCC. 4 p.
- 1996, May 8. Memo. From: Stephen Spano. To: The College Community. RE: Presidential Search.
- 1996, November 4. Memo. From: Mon O'Shea, Interim President. To: The College Community. Re: Campus Visits of the Presidential Candidates. Includes the schedule for the visits. 2 p.
- 1996, November 15. Memo. From: Anne Hyde. To: The College Community. RE: President search finalists with schedule for visits on the back.
- 1996, November 15. Press release. "Finalists for BHCC Presidency Announced."
- N.D. Document. "Barbara Adams." Provides an overview of one of the candidates for president.
- N.D. Photograph. A photo of Barbara Adams.

#### **Folder 12: Presidential Shively Obituary and Memorial**

- 2000, November 27. Press release. "Obituary of Harold Eugene Shively, Founding President of Bunker Hill Community College and North Shore Community Colleges." Includes a photo. 3 p.
- 2000, November 30. Obituary. "Harold Shively, 82; President of Two Community Colleges." *The Boston Globe*. Long, Tom.
- 2000, December 1. Program. Memorial service at Bunker Hill Community College. 2 copies.
- N.D. Photograph. Harold Shively. 2 copies (1 color, 1 black and white).

#### **Folder 13: Mary Fifield (1997-2013) (1)**

- 1997, April 2. Staff Meeting Minutes. "Division of Academic Affairs Staff Meeting of 4/2/97." 3 p. 2 copies. [Consider making Staff Meeting its own section later?]
- 1997, April 9. Memo. From: Fifield, Mary L. To: All Full Time Faculty and Staff. Re: College-Wide Planning.
- 1997, July 7. Memo. From: Mary L. Fifield. To: The College Community. Re: Administrative Reorganization.



- 1997, July 23. Memo. From: Mary L. Fifield. To: The College Community. Re: Administrative Reorganization Phase II.
- 1997, August 15. Memo. From: Mary L. Fifield. To: All Faculty and Staff. Re: Mail Distribution.
- 1997, August 18. Memo. From: President Fifield. To: All Faculty and Staff. Re: Reorganization – Phase III.
- 1997, September 24. Memo. From: President Fifield. To: The College Community. Re: Board of Trustees and President’s Goals. Includes a document titled President’s Goals—FY’98. 2 p. 2 copies.
- 1997, December 2. Invitation. From: Mary L. Fifield. Re: Open House for the Institute for Corporate and Community Development.
- c. 1998. Document. “25 Years of Learning - 21<sup>st</sup> Century Thinking.” 14 p.
- 1998, March 31. Memo. From: President Fifield. To: The BHCC Community. Re: Face to Face with Diversity. Includes a flyer. 2 p. 1 copy.
- 1998. April 14. Presentation. “BHCC Open Meeting.” Mary Fifield Associates. 18 p. 2 copies.
- 1998, May 6. Memo. To: BHCC Faculty & Staff. From: Mary L. Fifield. Re: Administrative reorganization - Phase III. 2 copies.
- 1998, October 19. Memo. From: President Fifield. To: All Faculty and Staff. Re: Future Search Event. One copy includes a volunteer form. 2 copies.
- 1998, December 15. Memo. From: Mary L. Fifield. To: The College Community. Re: Administrative Reorganization. 2 p.
- 1999, January 13. Memo. From: President Fifield. To: All Faculty and Staff. Re: Enclosed News Items.
- 1999, March 18. Memo. From: The “Concerned Minority.” To: The BHCC Community. Re: Response to President Fifield’s Memo of 15 March, 1999. 2 p.
- 1999, March 23. Memo. From: President Fifield. To: All Faculty and Staff. Re: Nominations for the Commonwealth Citation for Outstanding Performance. 4 p.
- 1999, May 21. Memo. From: President Fifield. To: BHCC Faculty & Staff. Re: Announcements, Invitations and Information. Includes a copy of a different memo. 2 p.
- 1999, September 17. Memo. From: President Fifield. To: BHCC Faculty & Staff. Re: International Center Opening Celebration. Includes information on the meet and greet with the new Executive Dean of Workforce and International Development, Lourdene Huhra. 1 p.
- 1999, November 24. Memo. From: President Fifield. To: College Community. Re: Presidential Forum Meeting Minutes. Includes the minutes from the November Forum. 4 p. 1 copy.

- 2000, February 2. Invitation. To: BHCC faculty and Staff. From: President Fifield; Sami Noujaim President, BHCC's Honor Society (Alpha Kappa Mu); Jaquan Horton, President, BHCC's Student Government Association. Re: Second Campus Day of Dialogue. 1 p. 2 copies.
- 2000, February 18. Memo. From: President Fifield. To: All Faculty and Staff. Re: Professional Development Day, February 29, 2000. 3 p. 1 copy.
- 2000, March 9. Memo. From: President Fifield. To: Faculty and Staff. Re: BHCC recently featured in national publication, Urban Report, attached copy. 5 p. 2 copies.
- 2000, March 20. Memo. From President Fifield. To: All Faculty and Staff. Re: Nominations for the Commonwealth Citation for Outstanding Performance. Includes blank nomination forms. 4 p.
- 2000, April 5. Memo. From: President Fifield. To: BHCC Faculty and Staff. Re: Advisory Committees. 1 p. 2 copies.
- 2000, April 5. Memo. From: President Fifield. To: BHCC Faculty and Staff. Re: NEASC Accreditation Visit. Includes a statement of BHCC's strengths and concerns reported publicly by the NEASC team at the exit interview. 2 p.
- 2000, October 16. Memo. From: Mary L. Fifield. To: All BHCC faculty and staff. Re: COMECC.
- 2000, November 15. Memo. From: Mary L. Fifield; Pelonomi Khumoetsile-Taylor; Sanaz Sani; Imane Koraihan. Re: Third Campus Day of Dialogue.
- 2001, March 20. Invitation. To: Open invitation to BHCC community. From: President Fifield; Thomas Lyons; John F. Kerry. Event: Opening of the New England Shelter for Homeless Veterans and Bunker Hill Community College joint venture. 2 p.
- 2001, March 27. Invitation. BHCC Community. From: Mary Fifield and Thomas J. Lyons. New Learning Resource Center. 2 copies.
- 2001, April 2, 2001. Memo. Commonwealth of Massachusetts Citation Award Nominations. Includes a performance recognition form. 3 p. 2 copies.
- 2001, April 26. Memo. From: Mary Fifield; Nancy Schoenfeld; Richard Boulware. To: BHCC Community. Re: Ad-Hoc Committee on College Governance.
- 2001, August 28. Document. "Organizational Charts." Dr. Mary L. Fifield, President. 21 p.
- 2001, October 2. Letter. From: President Fifield. To: BHCC Students. Re: Copy of the enclosed advisory bulletin, which describes the hate crimes laws of Massachusetts. 5 p. 2 copies.

#### **Folder 14: Mary Fifield (1997-2013) (2)**

- 2001, October 26. Presentation. "Strategies for Recruiting and Retaining a Diverse Community College Faculty." Conference: Community Colleges in the New Century: Evolving Missions, Innovative Strategies. University of Massachusetts, Boston. 8 p.

- 2002, January 7. Memo. From: President Fifield. To: Faculty and Staff. Re: Appointment of Interim Vice President for Academic and Student Affairs. Includes the announcement of Dr. Jane E. Milley acceptance as the Interim Vice President for Academic and Student Affairs at BHCC. 2 p. 2 copies.
- 2002, February 12. Memo. From: President Fifield, Long Range Planning Committee, and the Professional Development Committee. To: All BHCC Faculty, Unite Professionals, Non-unit Professionals & Classified Staff. Re: Professional Development Day, February 26, 2002. This Professional Day builds upon the January 15, 2002, planning event Transforming Bunker Hill Community College: A United Vision for a Stronger Tomorrow. 1 p. 2 copies.
- 2002, July 2. Memo. From: President Fifield. To: BHCC Faculty and Staff. Re: Personal Message. 2 p. 3 copies.
- 2004, February 16. Memo: From: Mary L. Fifield, President, Pelonomi K. Khumoetsile-Taylor, Director, Office of Diversity & Inclusion, Martin Hennelly, President, BHCC's Honor Society (Alpha Kappa Mu), and Bernadette Rousseau, President, BHCC's Student Government Association. To: BHCC Faculty and Staff. Re: Tenth Campus Day of Dialogue.
- 2004, July 6. Minutes. Executive Staff Meeting. Includes a copy of "BHCC Faculty & Staff News" (Issue 291, Summer, July 20, 2004).
- 2005, May 18. Letter. From: Susan Tejada. To: Mary Fifield. Includes Tejada asking for research assistance about Charlestown State Prison.
- 2005, June 20. Memo. From: President Fifield. To: BHCC Faculty & Staff. Re: NEASC Fifth – Year Interim Report. Includes NEASC Bulletin about NEASC Team visiting BHCC April 2-5, 2000. 3 p.
- 2009, July 8. Letter. From: Angela Oriano-Darnall (SENSE). To: Mary L. Fifield. Re: Survey of Entering Student Engagement (SENSE). Includes an informational document on the survey. 5 p.
- 2009, August 26. Letter. From: Angela Oriano-Darnall (SENSE). To: Mary L. Fifield. Re: CCCSE newsletter and video. Includes a copy of the CCCSE newsletter, a CD, and an agenda. 12 p.
- 2009, November 16. Letter. From: Kay McClenney, Director. To: Mary Fifield. Re: National Report from the Community College Survey of Student Engagement (CCSSE).
- 2010, March 29. Letter. From: Kay McClenney, Director, Center for Community College Student Engagement and Angela Oriano-Darnall, Associate Director, SENSE. To: Mary Fifield, President. Re: National Report for the Survey of Entering Student Engagement (SENSE).
- c. 2010, April. Document. "CNN: Information on CNN Interview with President Fifield and Others, Monday, April 26<sup>th</sup>, 2010." Includes data on midnight courses. 4 p.

- 2010, April 22. Email. From: Colleen A. Roach. To: Mary Fifield. R: CNN Shoot on Monday. Includes details on the CNN interview.
- 2010, April 23. Email. From: Jesse M. Thompson. To: Mary Fifield. Re: FW: CNN Shoot on Monday. Includes two forwarded emails with information for the CNN interview.
- c.2011. Report. "FY 2012 Budget." 20 p. 2 copies.
- N.D. Document. "President's Goals." 2 p.
- N.D. Memo. From: Sami Noujan, President, BHCC's Honor Society (Alpha Kappa Mu). To: BHCC Faculty and Staff. Re: Co-Sponsored "Campus Day of Dialogue." 1 p. 2 copies.
- N.D. Press release. "Bunker Hill Community College Establishes Institute for Corporate and Community Development."

#### **Folder 15: Mary Fifield News and Publications**

- 1996, November 26. Press release. Includes information on the election of the new college president, but the names are left blank.
- 1996, November 26. Press release. "BHCC Elects New President." 2 p. 3 copies.
- 1996, November 26. Memo. From: Kathy Giordano. To: William Craft, William Hart, Damien DeVasto. Re: Election of New President.
- 1996, November 27. Newspaper article. "Bunker Hill trustees select head of PA College as New President." *The Boston Globe*. Dembner, Alice. 3 copies (1 original, 2 scans).
- 1996, December 3. Newspaper article. "...And the Winner is Fifield!" *The Third Rail*. Fallon, Daniel J.
- 1997, May 19. Magazine article. "Conceptual Shift Needed to Diversify Higher Education." *Community College Week*. Fifield, Dr. Mary L. 2 p. 2 copies.
- 1997, May 29. Document. "Dr. Mary L. Fifield." Includes biographical information.
- 1998, January 12. Email. From: Kath Giordano, Communications Officer. To: President Mary L. Fifield; VP William Hart; Mark Rotondo, Acting Director of Marketing; Mon O'Shea, Executive Director of the Institute. Re: "Press release regarding the establishment of the Institute for Corporate and Community Development's." 3 p. content, 1 photo, 2 copies of finished flyer.
- 1998, April 14. Presentation. "BHCC Open Meeting." Mary Fifield Associates.
- 1999, June 15. Magazine article. "Gay, lesbian, bisexual inclusion 'crucial to Democracy.'" *Community College Times*. Fifield, Dr. Mary L. 2 p. 2 copies.
- 1999, August. Newspaper article. "Battle for Bunker Hill: President of community college sees bright future." Mason, Edward. 4 p. 3 copies.
- 1999, August 16. Letter. From: Skip Sesling. To: Michael Blanding, Boston Magazine. RE: FOI Act Request. Includes information on Mary Fifield's salary.
- 2000, April 18. Press release. "Bunker Hill Community College President Named to Workforce Investment Board." 2 p.

- 2002, February 1. Letter. From: Gerardo Villacres, Executive Director of the Hispanic-American Chamber of Commerce. To: Mary Fifield. Re: BHCC Promotion in Vision. Includes other related letters and a copy of the magazine. 16 p.
- 2002, July 22. Letter. From: Gerardo Villacres, Executive Director of the Hispanic American Chamber of Commerce. To: Mary Fifield. Re: BHCC Promotion in Vision. Includes related letters, a form to apply for inclusion, and a document that depicts the layout of the magazine. 5 p.
- 2003, January. Newspaper article. "Community Colleges Offset Skills Shortage." *Women's Business*. Fifield, Mary. 2 copies.
- 2006, March 21. Newspaper article. "In Testimony, College Presidents' City a Shaky Future." *The Boston Globe*. Jackson, Derrick Z. Fifield quoted. 2 p.
- 2006, April 4. Newsletter. "President Fifield Testifies Before Federal Education Commission." *Faculty and Staff News*. 4 p.
- 2007, June 12. Letter. From: Edward M. Kennedy. To: Mary Fifield. Re: Women in Congress.
- 2008, May 23-29. Newspaper article. "Turning Jobs into Careers." *Boston Business Journal*. Cradock, Jack and Mary Fifield.
- 2013, January 15. Letter. From: Isha Vij (Education Advisory Board). To: Fifield, Mary, Dr. Re: Letter of Agreement ("LOA") - Community College Forum. 2 p. 2 copies.
- N.D. Document. "Mary L. Fifield, President Bunker Hill Community College." Includes biographical information on President Fifield. 3 copies (2 different versions).
- N.D. Photograph. Picture of Mary L. Fifield with other individuals. 4 copies.
- N.D. Photograph. Black and white portrait of Mary L. Fifield.

#### **Folder 16: President Speeches – Fifield**

- 1997, May 5. Agenda. Massachusetts Organizations Vying for the Industry of Entertainment M.O.V.I.E. State Legislative Briefing. Includes a copy of Mary Fifield's speech, "Sound Stage Update." 5 p.
- 1997, May 29. Document. "Program for the President's Reception for Honors Graduates, Class of 1997." Includes a program and a transcript of Mary Fifield's speech. 3 p.
- 1997-1998. Speech. Outlines Mary Fifield's speech to the Board of Higher Education on BHCC departments and statistics. 4 p.
- 1998. Speech. "Opening Remarks." Includes information on the renovation of the Chelsea Post Office to the Chelsea Campus. 4 p.
- 2013, March 7. Speech. "Testimony before the Joint Committee on Higher Education." This is a draft copy. 4 p.

- N.D., February 24. Speech. President Fifield recognizes members of the BHCC community. Chelsea Appreciation Celebration. 4 p.

#### **Folder 17: Pam Eddinger (2013-present)**

- 2013, October 17. Letter. To: Pam Eddinger. From: Kay McClenney. Re: Center for Community College Student Engagement new report. Letter comes with CCSSE Booklet about student participation research. Booklet is 40 p.
- 2014, November 10. Letter. From: Evelyn Waiwaiole. To: Pam Eddinger. Re: CCSSE.
- 2015, March 16. Report. "President's Three-Year Goals 2013-2016: 2014-2015 Update." Submitted to the Board of Trustees. Office of the President. 7 p.

#### RG002.02 - Other Executive Staff

#### **Folder 1 Bill Hart, 1993-1995**

- 1993, November 8. Memo. From: Mon O'Shea. To: Bill Hart. RE: Bill Hart Appointment letter. Includes letter from C. Scully Stikes to Bill Hart regarding his appointment into the Planning and Economic Development.
- 1993, December 3. Memo. From: Bill Hart. To: Bill Craft. RE: Resource Information – Department of Education Labor Defense.
- 1993, December 8. Letter. From: William Hart [Bill Hart]. To: Neil Kilpeck. RE: BHCC as a possible auxiliary space for governmental hearings.
- 1994, March 7. Letter. From: Bill Hart. To: Betty Lam. RE: Metropolitan District Commission (M.D.C.) Meeting space request. Includes March 2, 1994 letter from Betty Lam requesting a room for March 22 and 23 [2 copies of Betty Lam letter exists]. 2 p.
- 1994, March 9. Letter. From: Bill Hart. To: Linda Tocci. RE: Medical Science Career Conference planning.
- 1994, March 25. Memo. From: Bill Hart. To: Nancy Keyes. RE: Legislative Request.
- 1994, April 12. Memo. From: Bill Hart. To: Nancy Keyes. RE: M.W.R.A. Room Request.
- 1994, April 20. Letter. From: M. Ilyas Bhatti. To: Bill Hart. RE: BHCC Sign approvals.
- 1994, May 10. Memo. From: Bill Hart. To: Wilma Bonaparte. RE: Advisory Board Appointee. Includes letter from Senator Thomas Birmingham recommending Carolyn Agostini to BHCC Chelsea Advisory Board. 2 p.
- 1994, June 13. Memo. From: Bill Hart. To: Bill Craft. RE: Fiscal '95 Departmental Goals.
- 1994, June 16. Letter. From: C. Scully Stikes. To: William D. Hart [Bill Hart]. RE: Reappointment approval to Vice President of Planning and Economic Development.
- 1994, August 1. Letter. From: Bill Hart. To: Philip F. Freehan. RE: Spanish language training program for East Boston Savings Bank.

- 1994, September 14. Memo. From: Bill Hart. To: Milton Santiago. RE: Charlestown Courthouse Renovations/Rebuild.
- 1994, September 23. Memo. From: Bill Hart. To: Dr. Kathleen Assar. RE: Quality Enhancement Program Review.
- 1994, September 26. Memo. From: Bill Hart. To: Brian Corpening and Chief of Staff. RE: Conference Room B-321.
- 1994, September 28. Memo. From: Bill Hart. To: Kathleen Assar and William Craft. RE: 1994-95 Marketing Strategy – Resident Mailer.
- 1994, September 30. Memo. From: Bill Hart. To: Enrollment Services, Security, and Switchboard. RE: MOVIE Development Meeting – October 5, 1994.
- 1994, September 30. Memo. From: Bill Hart. To: President Stikes. RE: Mayor Menino Meeting.
- 1994, October 13. Letter. From: Bill Hart. To: Massachusetts Cultural Council Rose Austin. RE: Call for support for Everett chapter of G.B.A.R.C request for State Arts Lottery.
- 1994, October 17. Letter. From: Bill Hart. To: Honorable George Keverian. RE: State and Local Government Class speaker acceptance and instructions.
- 1994, November 17. Memo. From: Bill Hart. To: President Stikes. RE: CHAD [Charlestown Against Drugs] Breakfast.
- 1994, November 18. Memo. From: Bill Hart. To: President Stikes. RE: Issues Update (include: soundstage, meetings, and Capital Budget).
- 1994, December 12. Memo. From: Bill Hart. To: President Stikes. RE: Team Harmony – 12/13/94.
- 1995, January 5. Memo. From: Bill Hart. To: President Stikes. RE: NTIA Grant Application.
- 1995, January 11. Memo. From: Bill Hart. To: Milton Santiago. RE: Tree Planting Warranties. Includes Maintenance warranty for trees around BHCC perimeter. 5 p.
- 1995, January 12. Memo. From: Bill Hart. To: President Stikes. RE: Healthy Charlestown Coalition.
- 1995, January 12. Letter. From: Katherine A. Rafferty. To: William D. Hart [Bill Hart]. RE: Central Artery/Tunnel Project Community Meeting. Includes Draft Response from Bill Hart regarding using A-300 for the Community Meeting. 3 p. 2 copies of Bill's response.
- 1995, January 18. Memo. From: Bill Hart. To: Judy Sanford-Harris. RE: Financial Aid Workshop.
- 1995, January 23. Memo. From: Bill Hart. To: President C. Scully Stikes. RE: 1995 Goals. 2 copies.

- 1995, January 25. Letter. From: Elizabeth A. Shepard. To: William Hart [Bill Hart]. RE: Call to take part in The Historic Burying Grounds Initiative - Phipps Burying Ground. Includes a business card. 2 p.
- 1995, February 7. Memo. From: Bill Hart. To: Milton Santiago and Brian Corpening. RE: Chelsea Campus/DCPO Strategy Meeting.
- 1995, March 2. Memo. From: Bill Hart. To: Bill Craft. RE: ST. Patrick's Day Eve Social/ March 16, 1995. Includes letter from Renie Muphy-Walsh and Brian M. Leahy to Bill Hart for St. Patrick's Eve Celebration. 2 p.
- 1995, March 2. Memo. From: Bill Hart. To: Chelsea Campus Planning Committee. RE: Presentation by Jim Alexander.
- 1995, March 6. Letter. From: William Hart [Bill Hart]. To: Ken Wade. RE: Letter of Support for Chelsea Neighborhood Housing Services' (CNHS) grant application for Resident Leadership Development. Includes CNHS Resident Leadership Development Grant. Total 9 p.
- 1995, May 2. Memo. From: Bill Hart. To: Peter Looney [Chairperson Healthy Charlestown Coalition]. RE: BHCC continued support and resources for Healthy Charlestown Coalition.
- 1995, July 12. Memo. From: Bill Hart. To: President C. Scully Stikes. RE: 1995-96 Goals.
- 1995, September 14. Memo. From: Bill Hart. To: Beth Deare [Third Rail Advisor]. RE: Trustee's Open Forum.
- 1995, October 20. Memo. From: Bill Hart. To: Bill Craft. RE: BHCC Foundation. 3 p. Includes Stock Our School Libraries Committee fundraising drive for Chelsea Schools.
- 1995, November 27. Memo. From: Bill Hart. To: Mon O'Shea. RE: Team Harmony. 2 p. Includes description of the event.
- 1995, December 21. Letter. From: Michael Westgate. To: Bill Hart. RE: Chelsea Neighborhood Housing Services' Annual Report.
- 1996, January 5. Letter. From: William D. Hart [Bill Hart]. To: Whom it May Concern. RE: notice that President O'Shea can negotiate an agreement.
- 1996, January 9. Memo. From: Bill Hart. To: The College Community. RE: Senator John Kerry – College Visit.
- 1996, February 27. Memo. From: Bill Hart. To: Michael Maresco. RE: Motor Voter Registration Applications.
- 1996, March 6. Memo. From: Bill Hart. To: Presidents Executive Staff. RE: Board of Visitors Mission Statement. 3 p. Includes Board of Visitors Mission statement.
- 1996, March 14. Memo. From: Bill Hart. To: The Board of Trustees. RE: Amendment to By-Laws.



- 1996, April 12. Letter. From: Jack O'Brien. To: Bill Hart. RE: Request for Charlestown High School Basketball Team to use BHCC Van.
- 1996, June 4. Letter. From: Rick Rendon, Tricia Borsari, and John Sutich. To: Bill Hart. RE: Thank you for Stand For Children assistance.
- 1996, June 11. Memo. From: Bill Hart. To: Mary Provo and Waldek Prochorski. RE: Financial approvals from Board of Trustees.
- 1996, June 12. Memo. From: Bill Hart and BHCC Board of Trustees. To: James Ware and Kate Cauble. RE: Cardiovascular Sonography Degree.
- 1996, August 15. Memo. From: Bill Hart. To: Nancy Keyes. RE: BHCC Playing Field Usage.
- 1996, August 21. Letter. From: Bill Hart. To: Martha Pierce. RE: BHCC Eligible scholarships for Boston Residents. 3 p. Includes two pages of scholarship information.
- 1996, September 19. Letter. From: Bill Hart. To: Eugene O'Flaherty. RE: Congratulations on Primary victory and call for support.
- 1996, September 19. Memo. From: Bill Hart. To: Mon O'Shea. RE: Employee Coverage Analysis.
- 1996, September 26. Memo. From: Bill Hart. To: Mon O'Shea. RE: 150th Cambridge Anniversary Celebration. 2 p. Includes Invite from Cambridge City Council.
- 1996, October 10. Memo. From: Bill Hart. To: Tom Cunha and Board of Trustees Members. RE: Sub-Committee – Fenway.

## **Folder 2: Bill Hart, 1997-1998**

- 1997, January 28. Letter. From: Bill Hart. To: Jeff Larson. RE: Smart Route Systems Agreement. 2 p. Includes 2 copies of Remote Control Camera Agreement.
- 1997, January 31. Memo. From: Bill Hart. To: Maria O'Brien. RE: Budget Status: President's Cost Center (1000).
- 1997, February 26. Memo. From: Bill Hart. To: Paul Rivers. RE: Internship Broadcast.
- 1997, May 5. Memo. From: Bill Hart. To: Dick Wahlgren. RE: BHCC Road Signs.
- 1997, May 13. Memo. From: Paul K. Richards. To: Bill Hart. RE: Renovation Proposal/Main Lobby. Includes memo from Paul Richards to Judith Sanford-Harris from September 19, 1995 about a renovation proposal for the main lobby. 2 p.
- 1997, June 24. Memo. From: Bill Hart. To: Mary Provo. RE: Motion passing from Board of Trustees.
- 1997, July 16. Letter. From: Karen Sheaffer. To: William Hart [Bill Hart]. RE: Look to cooperate with BHCC Chelsea Campus for Spanish caregiver classes.
- 1997, July 22. Letter. From: Bill Hart. To: William R. Sheridan. RE: Thanks for assistance in BHCC exit signs on I93 N/S.
- 1997, August 11. Memo. From: Bill Hart. To: Milton Thomas. RE: Cambridge Fall Brochure.

- 1997, August 15. Memo. From: Bill Hart. To: Janice Thomas. RE: Enrollment Incentive Program.
- 1997, September 15. Memo. From: Bill Hart. To: President Fifield. RE: September 10, 1997 Memo Actions. Includes a memo from Jay Ash dated September 10, 1997 regarding "Last week's meeting." 5 p.
- 1997, September 15. Memo. From: Bill Hart. To: BHCC Full-Time Faculty and Staff. RE: Mail Distribution Procedures.
- 1997, September 23. Memo. From: [Acting Marketing Director] Mark Rotondo. To: [Vice President] William Hart [Bill Hart].
- 1997, September 24. Memo. From: Bill Hart. To: Jim Juliano. RE: Reserved Parking – September 30, 1997.
- 1997, September 30. Memo. From: Kristine Dow. To: Bill Hart. RE: Textbook Assistance Program – Fall 1997 Semester.
- 1997, October 6. Memo. From: Bill Hart. To: President Fifield. RE: Opening Bids for BHCC Marketing Proposals.
- 1997, October 7. Memo. From: President Fifield. To: Bill Craft and Bill Hart. RE: Fundraising Promotional Piece. Includes written draft of Bill Hart's subsequent memo the following day with Subject: Fundraising Piece 10/7/97 Memo.
- 1997, October 8. Memo. From: Bill Hart. To: President Fifield. RE: Fundraising Piece 10/7/97 Memo.
- 1997, October 8. Memo. From: Bill Hart. To: President Fifield. RE: Halloween Dance. 2 copies.
- 1997, October 8. Memo. From: Bill Hart. To: Kathy Giordano. RE: Miscellaneous Issues. 2 copies, one copy includes a paragraph regarding an Educational Needs Survey.
- 1997, October 9. Memo. From: Bill Hart. To: Brent Bonah, Jan Bonanno, Kristine Dow, Duke Graham, Courtney McGlynn, Mike McSweeney, Mark Rotondo, and Janice Thomas. RE: Search Committee-Director of Publications and Graphic Design.
- 1997, October 14. Letter. From: William D. Hart [Bill Hart]. To: Katherine A. Rafferty. RE: Campus Beautification request for truck of loom.
- 1997, October 14. Memo. From: President Fifield. To: Bill Hart. RE: Chelsea Update and Alumni Newsletter. Includes written notes by Bill Hart.
- 1997, October 15. Memo. From: Bill Hart. To: President Fifield. RE: Chelsea Update and Alumni Newsletter. 2 copies.
- 1997, October 17. Memo. From: Bill Hart. To: President Fifield. Re: Marketing Companies and Edited Evaluation Form.
- 1997, October 24. Memo. From: Bill Hart. To: Vice President Judith Sanford-Harris, Mark Rotondo, Maureen Pompeo, Marshall Nanis. RE: Marketing Proposals. 4 p.

- 1997, November 10. Memo. From: Mark Rotondo. To: Vice President William Hart [Bill Hart].
- 1997, December 1. Memo. From: Bill Hart. To: President Fifield. RE: Master Schedule Edits.
- 1997, December 10. Letter. From: Lorenzo Lepore. To: William Hart [Bill Hart]. RE: Thank you for support/donation.
- 1997, December 18. Memo. From: Bill Hart. To: Waldek Prochorski [Comptroller]. RE: Cost Center Manager Designation List. 3 p. Includes original memo from Comptroller Waldek Prochorski regarding assigning Cost Center Managers and the new purchasing procedures, and list of cost centers with the managers Hart assigned.
- 1997, December 18. Letter. From: William Hart [Bill Hart]. To: Robert Prince Jr. RE: Route 111 Bus Stop request.
- 1997, December 31. Letter. From: Robert H. Prince Jr. To: William Hart [Bill Hart]. RE: Route 111 Bus Service.
- 1998, January 12. Memo. From: Kristine Dow. To: Bill Hart. RE: 1998 President's Reception for Honors Graduates. The bottom right of the page includes notes from Bill detailing that they were successful in getting in contact and confirming Peggy Davis-Mullen as a keynote speaker. Notes dated April 24-28.
- 1998, January 27. Letter. From: William D. Hart [Bill Hart]. To: Bruce J. Baker. RE: response to parent regarding tuition/financial assistance. Includes letter from Mr. Baker to President Fifield dated January 13, 1998.
- 1998, January 28. Memo. From: Bill Hart. To: Maria O'Brien. RE: FY'98 Budget Adjustments.
- 1998, February 16. Memo. From: Jay Ash. To: Bill Hart. RE: Some Local BHCC Questions.
- 1998, February 20. Letter. From: William D. Hart [Bill Hart]. To: Mary Jane O'Meara. RE: Request for Tobin Bridge Northbound BHCC Exit sign.
- 1998, February 28. Letter. From: Jan Bonanno. To: Bill Hart. RE: Questions asked by Jay Ash. 2 p. Includes copy of questions Jay Ash asked.
- 1998, March 10. Letter. From: Bill Hart. To: Sue Walsh. Re: Cambridge Satellite Campus CMP095 second course listing due to enrollment need.
- Note: I am unsure how much items in the index (and unindexed) relate to the various Satellite Campus' BHCC had in the past, while this letter does highlight Bill Hart's duties in BHCC, if in the future a new record group is formed that encapsulates all of the Satellite Campus' then this letter should be reexamined in that event to see if it would better fit those records. - JD
- 1998, April 14. Memo. From: Bill Hart. To: Bill Sakamoto. RE: Distance Learning Lab.

- 1998, April 19. Letter. From: Jack O'Brien. To: Bill Hart. RE: Charlestown High School basketball team van usage. Includes written notes on the bottom mentioning that the request was approved and when Jack was notified.
- 1998, May 5. Memo. From: Mary L. Fifield. To: Bill Hart. RE: 25th Anniversary Responsibilities.
- 1998, May 14. Memo. From: Bill Hart. To: President Fifield. RE: Video Proposals. Includes Video Production Request for Proposal rules for vendors. 6 p.
- 1998, June 3. Memo. From: Bill Hart and The Video Committee. To: President Fifield. RE: Recommendation for Video Production. 2 p.
- 1998, June 4. Memo. From: Bill Hart. To: Bill Sakamoto. RE: Cost center Plans – Communications Division. Includes several packet of Technology Committee Cost Center Plans. 15 p.
- 1998, July 22. Memo. From: Bill Hart. To: Wilma Bonaparte. Re: Chelsea Update Deadlines.
- 1998, July 27. Memo. From: Wilma L. Bonaparte. To: Bill Hart. RE: Follow up to Bill's "Chelsea Update Deadlines" memo.
- 1998, August 4. Memo. From: William D. Hart [Bill Hart]. To: President Fifield. RE: Soundstage Feasibility Study.
- 1998, September 11. From: Bill Hart. To: Wilma Bonaparte. RE: "Chronicle" Shot at Chelsea.
- 1998, September 23. From: Judith Sanford-Harris. To: Bill Hart. RE: Enrollment Assistance.

#### RG002.03 – Executive Staff Meetings

- 1993, February 9. Document. "General Education Update." President's Executive Staff Meeting. Submitted by Smutek, Dr. Malinda. 18 p.
- 1999, June 2. Minutes. Executive Staff June 2, 1999 Minutes. 2 p.
- 1999, June 8. Minutes. Executive Staff June 8, 1999 Minutes. 2 p.
- 2006, March 14. Minutes. Executive Staff Meeting. 2 p.
- 2010, October 26. Minutes. Executive Staff Meeting. Includes Life Map presentation. 11 p. 2 copies of minutes.
- 2011, May 31. Minutes. Executive Staff Meeting. 2 p.
- 2016, July 12. Minutes. Executive Staff Meeting. 2 p.
- 2018, April 10. Minutes. Executive Staff Meeting. 2 p.
- 2018, April 24. Agenda. Executive Staff Meeting. Includes a handout on the 2018 commencement ceremonies. 2 p.
- 2018, April 24. Minutes. Executive Staff Meeting. 2 p.
- 2018, May 8. Agenda. Executive Staff Meeting.

- 2018, May 8. Minutes. Executive Staff Meeting. 2 p.
- 2018, June 12. Agenda. Executive Staff Meeting.
- 2018, June 12. Minutes. Executive Staff Meeting. 2 p.
- 2018, August 14. Agenda. Executive Staff Meeting. Includes copies of enrollment data handouts and two copies of a presentation on enrollment at the Chelsea campus. 14 p. total. 2 copies of the agenda.
- 2018, August 14. Minutes. Executive Staff Meeting. 2 p.
- 2018, September 25. Minutes. Executive Staff Meeting.
- 2018, November 27. Agenda. Executive Staff Meeting. Includes a copy of the Non-Unit Professional (NUP) position search procedures document. 5 p.
- 2018, November 27. Minutes. Executive Staff Meeting.
- 2019, January 8. Agenda. Executive Staff Meeting. Includes a document on the ID Card Project. 4 p.
- 2019, November 26. Minutes. Executive Staff Meeting.
- 2020, January 14. Agenda. Executive Staff Meeting. Includes handouts with enrollment data. 4 p.

### **RG003 – Divisions of Administration & Chief Financial Officer (CFO)**

#### **Box 1**

##### RG003.01 – Bursar / Student Payment Office

##### RG003.02 – Chief Information Officer / Information Services

###### 003.02.01 – Technology Support Services

- 2011, April 4. Handbook. “Web UI Users’ Guide.” Includes screenshots and walkthroughs. 45 p.
- 2012, December 3. Handout. “BHCC College-Wide Assessment: Tour of Online Screens.” 1 page. 2 copies (second copy has PowerPoint slides on the back).

###### 003.02.02 – Administrative Services (MIS?)

- 2013, October. Document. “Information Services Service Level Agreement with Business Units.” Bunker Hill Community College. 19 p.

###### 003.02.03 – Network Operations

- 2009, August. Form. “BHCC Network Usage Policy.” Revised by S Gaeta.
- 2009, August. Form. “BHCC Network Usage Application.”
- 2009, August 4. Form. “BHCC Datatel Access Form.” Revised by S Gaeta.

- 2011, December 5. Document. "BHCC Network Usage Policy." This document is an excerpt from an updated copy of the BHCC Policies and Procedures handbook, but there is no copy of the handbook itself in the archives.
- 2014, February 18. Document. "Experience and CSO Evaluation." Includes information on how employee portals, website features, and marketing will be improved.
- 2015, November 16. Document. "BHCC's Personally Identifiable Information (PII) Policy." 3 p.

#### 003.02.04 – Institutional Technology Reports

##### **Folder 1**

- 1995, June 2. Report. "Bunker Hill Community College Institutional Technology Report."

##### **Folder 2**

- 1997, March 19. Informative packet. "Bunker Hill Community College Implementation Approach Document: Bunker Hill Community College Integrated Support System Initiative.

##### **Folder 3: Bunker Hill Integrated Support System Initiative (BISSI)**

- c. 1996. Document. This document has multiple tables that outline tasks and their start and completion dates. 8 p.
- 1996, August 1. Handbook. "Datatel Colleague." Includes two diagrams before the handbook, which is divided into five sections: Using Degree Audit, Academic Programs, Custom Programs, Student Advising, and appendices. 134 p.
- 1996, November 18. Handbook. "Student System Implementation Handbook Degree Audit." Includes worksheets. 11 p.
- c. 1996-1997. Document. "Module Time Line." Includes a table with the steps of the application process and relevant dates for beginning/completion.
- N.D. Document. "BISSI First Mapping Session." 9 p.

#### RG003.03 – Communications & Marketing

##### **Box 1**

##### 003.03.01 – Conference Planning & Special Events

- N.D. Flyer. "Conference Planning and Special Events 2002, April 22. From: Joyce Williams. To: Cheryl Senato. Commission on Affairs of the Elderly Luncheon at Bunker Hill Community College." 2 copies.

##### 003.03.02 – Promotional Materials

### **Folder 1: Viewbooks and Promotional Materials**

- c. 1973. Flyer. "Become part of a new educational experience at Bunker Hill Community College." 2 copies.
- 2007, May 7. Document. "Viewbook Outline." Includes the text that will go on each page. 8 p.
- 2007, September 10. Email. From: Debra Ann Boyer. To: Patricia Brady, Bogusia Wojciechowska, Roxanne Mihal, S. Mhlaba, Simee Brown. Re: Viewbook Meeting. 2 p.
- 2007, September 20. Document. "Bunker Hill Community College." Includes an overview of the college and its programs. 8 p.
- 2007, September 26. Email. From: Patricia Brady. To: Simeen Brown. Re: Viewbook
- 2007, October 19. Email. From: Jimmie Roberts. To: Wick Sloane. Re: Question for the Viewbook. Includes a flyer for College Transfer Day. 2 p.
- 2007, October 23. Email. From: Debra Ann Boyer. To: Patricia Brady. Re: Viewbook.
- 2007, October 23. Email. From: Patricia Brady. To: Debra Ann Boyer. Re: Viewbook.
- 2007, October 26. Email. From: Debra Ann Boyer. To: Mary Fifield. Re: Viewbooks.
- 2007, October 28. Email. From: Mary Fifield. To: Debra Ann Boyer. Re: Viewbooks.
- c. 2007. These are drafts of spreads for the viewbooks. 20 p.
- N.D. Brochure. "From a Single Course to a New Career." These are two drafts for a viewbook, with the color scheme and photos differing between them.

### **Folder 2: Marquee Slogans**

- c. 1997-1998. Document. "Marquee Slogans." Includes a list of slogans from different dates throughout September to August. 8 p.
- 1998, February 27. Memo. From: Kathy Giordano, Communications Division. To: Dick Wahlgren, Assistant Dean, and Andy Demers, Staff Assistant, Facilities Management. Re: Marquee Slogan.
- 1998, March 3. Memo. From: Kathy Giordano, Communications Division. To: Dick Wahlgren, Assistant Dean, and Andy Demers, Staff Assistant, Facilities Management. Re: Marquee Slogan.

- 1998, March 13. Memo. From: Kathy Giordano, Communications Division. To: Dick Wahlgren, Assistant Dean, and Andy Demers, Staff Assistant, Facilities Management. Re: Marquee Slogan for Week of March 16-20
- 1998, April 7. Memo. From: Kathy Giordano, Communications Division. To: Dick Wahlgren, Assistant Dean, and Andy Demers, Staff Assistant, Facilities Management. Re: Marquee Slogans.
- 1998, May 21. Memo. From: Kathy Giordano, Communications Division. To: Dick Wahlgren, Assistant Dean, and Andy Demers, Staff Assistant, Facilities Management. Re: Change in Marquee Slogan.

### **Folder 3: Miscellaneous Advertising and Marketing**

- 1998-1999. Document. This document is a compilation of advertisements and newspaper articles on Bunker Hill Community College from 1998 to 1999. 15 p.
- 1999, October 22. Invitation. To: BHCC Alumni. From: Bunker Hill Community College Alumni Association. Homecoming Dance. Includes a coupon for a raffle ticket.
- N.D. Advertisement. "At Bunker Hill Community College diversity is more than a word...it's an ongoing commitment."
- N.D. Advertisement. "Bunker Hill Community College Boston, Massachusetts."
- N.D. Advertisement. "An education does make a difference."
- N.D. Advertisement. "Bunker Hill Community College Values Women in Leadership."
- N.D. Document. Includes college profiles for BHCC from various years (two out of four are dated, one to March 2007 and the other to June 2008). 4 p.

### **003.03.03 – Publications**

- 1974, June 5. Memo. From: College Professional Affairs Committee. To: All Faculty. Subject: Opinion of Advantages and Disadvantages of Collective Bargaining.
- 1996, July 30. Memo. From: Gretchen Rehak. To: The BHCC Community. RE: Fall 1996 Marketing Campaign. Includes newspaper insert.
- 1996, August 7. Memo. From: Kathy Giordano, Public Information Office. To: Maurice O'Shea [Mon O'Shea]., Wilma Bonaparte, Jan Bonanno, Kate Cauble, Doug Clifford, Bill Craft, Kevin Hanley, Bill Hart, Carl Nelson, Judy Oleks, Mary Provo, Paul Rivers, Bob Ross, Judith Sanford-Harris, Gwen Shelton, Janet Sortor, Janice Thomas, Milton Thomas, Jim Ware, Tom Wylie. Re: Marketing Questionnaire. Includes Marketing Questionnaire results. 6 p.



- 1998, April 14. Document. "Year-to-Date Advertising and Publicity." BHCC Division of Communications. Includes compiled documents from the Division of Communications, including slogans, press releases, and advertisements. 20 p.
- 1998, August 25. Memo. From: Bill Hart and the Communications Division. To: Executive Staff. RE: Fall 1998 BHCC Advertising and Publicity. 14 p.
- N.D. Press release. "Bunker Hill Community College: Imagine the Possibilities." 2 p. 2 copies.
- N.D. Brochure. "Bunker Hill Community College." Includes information on admissions, programs, financial aid, and other college services. 16 p.
- N.D. Pamphlet. "Steps to Success at BHCC!" The Office of the Dean of Student Affairs and the Office of Student Activities. Includes information from the library, the Tutoring and Academic Support Center, the Career Center, and the Counseling Office.

#### 003.03.04 – Reports, Surveys, and Plans

- 1996. Survey. "1996 Marketing Questionnaire Results." Includes the questions and a summary of the answers for all colleges. 5 p.
- 1997. Report. "What Are You Doing Tomorrow? Preliminary Summer/Early Fall 1997 Marketing Plan for Bunker Hill Community College." DeVasto, Damien and the Marketing Team. Includes a narrative summary of the department, images of advertisements, timelines, and budget information. 25 p.
- 1997, November 3. Document. "Marketing Collaborative Team Members." 3 p.
- 2001, March 24. Document. "BD – April 21, 2001. Logistical Outline 0.9." Includes budget information. 2 p. 2 copies.
- 2001, April 21. Document. "Baseball Day: April 21, 2001." 2 p.
- 2001, July 13. Report. "BHCC short-term advertising strategy, July to September 2001." 9 p.
- 2019, December 11. Report. "Marketing Plan for iOS and Android Mobile App Development." Integrated Marketing and Communications. 10 p.
- 2019, December 12. Email. From: Anne Sroka, Executive Communications Specialist. To: Karen Norton, Executive Director for Integrated Marketing and Communications, Bunker Hill Community College. Re: Final report, program marketing workshop and supporting consulting services. 9 p.
- N.D. Document. "Outreach Efforts." 2 copies.

#### 003.03.05 – Communications

- 2007, March 8. From: Carolyn Assa. To: Patricia Brady. Re: BHCC one-page. Includes an example of a one-sheet. 2 p.

- 2010, July 27. Email. From: Jesse M. Thompson. To: Colleen A. Roach. RE: Out next week: August 2-6<sup>th</sup>. Includes Colleen Roach's email that Jesse Thompson responded to.
- 2010, July 29. Email. From: Colleen A. Roach. To: dfollweiler@nebhe.org. Re: Nomination form for NE Award.

003.03.10 - Media Coverage

## **Box 1**

### **Folder 1: Press Releases and Articles**

- 1995, June 2. Newspaper Article. "A Triumph of Spirit" *The Boston Herald*. Radsken, Jill. 2 p.
- 1997, Spring/Summer. Newsletter. "An Historic Day for Chelsea" *Preservation and People*, Vol. 12 no.2 and 3. Historic Massachusetts, Inc. [Article found on pages 1,3-4] 11p.
- 1998, December 8. Memo. From: Bill Hart. To: Executive Staff. RE: Enclosed Articles. Includes photocopies of articles featuring BHCC from November-December 7, 1998). 6 p.

### **Folder 2: Media Coverage Undated**

- N.D. Newsletter. "Admissions Program at BHCC." *Massachusetts Community College Herald*. Vol 2, No. 1. Includes entire newsletter. 8 p.
- N.D. Handbook. "Community Colleges for International Development, Inc." Includes overviews of the member colleges, with BHCC being one of them. 20 p.
- N.D. Loose paper. "Bunker Hill Community College." *Boston: History in the Making*. Gamble, James H. This is a page from a travel book on Boston, and it includes the cover of the book on the front and the article on Bunker Hill on the back. 2 p.

### **Folder 3: Media Coverage [1999/01 – 1999/03]**

- 1999, January – March 31. Binder. "Media Coverage." 43 p.

### **Folder 4: Media Coverage [1999/04 – 1999/12]**

- 1999, May. Magazine. "Juco Review: The Official NJCAA Magazine." Vol. L [50] no. 9. Bunker Hill is featured on the front cover and is college of the month, p. 14-15. 26 p.
- 1999, April 1 – June 30. Binder. "Media Coverage." 53 p. 2 copies.
- 1999, October 31 – December 31. Binder. "Media Coverage." 123 p.

**Folder 5: Media Coverage [2000/01 – 2000/03]**

- January/February 2000. Newsletter. "Future Search In Boston: Winning the Battle At Bunker Hill." *Urban Community Colleges Report*. Vol. 11, Issue 1. 4 p. 2 copies.
- 2000, January 1 – March 31. Document. "Media Coverage."

**Folder 6: Media Coverage [2000/04 – 2000/06]**

- 2000, April 1 – June 30. Document. "Media Coverage." 143 p.

**Folder 7: Media Coverage [2000/07 – 2000/09]**

- 2000, July 1 – September 30. Document. "Media Coverage." 100 p.

**Box 2****Folder 1: Massachusetts Community Colleges "Good News" Articles**

- 1999, June 4. Memo. From: Skip Sesling, Director of Media Relations and Public Information. To: MCC, Executive Office. RE: Good News.
- 2000, June. Newsletter. *Good News Massachusetts Community Colleges*. Bunker Hill Community College is mentioned on p. 4, but the entire newsletter is included. 6 p.
- 2000, September 12. Memo. From: Janice C. Motta. To: All Presidents. Re: Good News Deadline Dates.
- 2001, February. Document. Includes three ideas for Good News stories.
- 2001, February 1. Document. "Bunker Hill Community College Good News Submissions." Includes a fax cover letter and an email thread related to the submissions. 4 p.
- 2001, February 15. Fax. From: Alison. To: Donna Tambascio, Director. Re: Good News.
- 2001, April. Document. Includes three ideas for Good News stories.
- 2001, April. Newsletter. *Good News Massachusetts Community Colleges*. Bunker Hill Community College is mentioned on p. 2 and p. 6, but the entire newsletter is included. 6 p.
- 2001, April 27. Memo. From: Janice C. Motta. To: All Presidents. Re: June 2001 Good News. 2 copies.
- 2001, June. Document. Includes five ideas for Good News stories. 2 p.
- 2001, June. Newsletter. *Good News Massachusetts Community Colleges*. Bunker Hill Community College is mentioned on p. 4 and p. 7, but the entire newsletter is included. 7 p. 2 copies.
- 2001, September. Document. Includes five ideas for Good News stories. 2 p.

- 2002, November. Document. Includes six ideas for Good News stories. 2 p.
- N.D. Document. "Bunker Hill Community College Good News Articles." Includes ideas for articles and a copy of a memo from September 27, 2000. 3 p.

**Folder 2: Media Coverage [2000/10 – 2000/12]**

- 2000, October 1 – December 31. Document. "Media Coverage." 124 p.

**Folder 3: Media Coverage [2001/01 – 2001/03]**

- 2001, January 1 – March 31. Document. "Media Coverage." 110 p.

**Folder 4: Media Coverage [2001/04 – 2001/06]**

- 2001, April 1 – June 30. Document. "Media Coverage." 9 p.

**Folder 5: Media Coverage [2001/07 – 2001/12]**

- 2001, July 1 – September 30. Binder. "Media Coverage." 102 p. 2 copies.

**Folder 6: Media Coverage [2002/01 – 2002/03]**

- 2002, January 1 – March 31. Binder. "Media Coverage." 114 p. 2 copies.

**Folder 7: Media Coverage [2002/04 – 2002/06]**

- 2002, April – June. Binder. "Media Coverage." 147 p. 2 copies.
- 2002, May/June. Newsletter. "Teaching About Islam: Bunker Hill-Harvard take a Hard Look at the Middle East." Urban Community College Report, Vol. 13, Issue 3. (Article on Page 2.)

**Folder 8: Media Coverage [2002/07 – 2002/12]**

- 2002, July 1 – September 30. Document. "Media Coverage." 120 p.
- 2002, October – December. Document. "Media Coverage." 106 p.

**Box 3**

**Folder 1: Media Coverage [2003/01 – 2003/09]**

- 2003, January – March. Binder. "Media Coverage." 90 p. 2 copies (one is bound, and the other is not).
- 2003, April – June. Document. "Media Coverage." 113 p.
- 2003, July – September. Binder. "Media coverage." 74 p. 2 copies (one is bound, and the other is not).

**Folder 2: Media Coverage [October 2003 – March 2004]**

- 2003, October – December. Binder. "Media Coverage." 94 p. 3 copies.
- 2004, January – March. Document. "Media Coverage." 75 p.

- 2004, March 8. Magazine article. "Winning the Battle of Bunker Hill With Vision, Community Ties and Collaboration." *The Hispanic Outlook in Higher Education: Celebrating Community Colleges*. Vol. 14, No. 11. Martinez, Tony P. and Alison P. Martinez. 4 p. 2 copies.

### **Folder 3: Media Coverage [November 2004]**

- 2004, November 4. Newspaper article. "Exceeding the Speed of Light." *Chelsea Record*. Salisbury, Luke (Author was a professor for BHCC).
- 2004, November 24. Newspaper Article. "BHCC, One Family Inc. Announce unique scholarship offer. *Chelsea Record*. 2 p. (first page included for the date.)
- 2004, December 6. Memo. From: Carolyn Assa, Interim Executive Director of Communications. To: Jesse Thompson, Executive Vice President & CFO. Re: press clips. Includes a document that compiles the press clips from November. 21 p. 3 copies (one copy is 13 p. since it has the original clippings pasted on pages. The other two are scanned and utilize page space differently).

### **Folder 4: Media Coverage [December 2004]**

- 2004, December. Document. "Bunker Hill Community College Media Coverage December, 2004." The original copy is 20 p. while the scanned copy is 22 p. 2 copies.
- 2004, December 23. "BHCC Staff Supports Townie Santa." *Charlestown Patriot and Somerville Chronicle*.

### **Folder 5: Media Coverage [January 2005]**

- 2005, January. Document. "Bunker Hill Community College Media Coverage January 2005." The original copy is 21 p. while the scanned copy is 20 p. 2 copies.
- 2005, January 18. Press release. "Bunker Hill Community College 'Compelling Conversations' Speaker Series Presents Author and Journalist Nathan McCall." Includes copy of press release posted on ArriveNet. 2 p.

### **Folder 6: Media Coverage [February 2005]**

- 2005, February. Document. "Bunker Hill Community College Media Coverage February 2005." 44 p.
- 2005, February 28. "Immigrant's Tale Illustrates Future of Biomanufacturing." *Boston Business Journal*. 2 p.

### **Folder 7: Media Coverage [March 2005]**

- 2005, March. Newspaper Article. "Area's Largest Colleges and Universities." *Boston Business Journal Book of Lists*. 2 p. (BHCC listed number 13<sup>th</sup>).

- 2005, March. Newspaper Article. "Area's Largest Community Colleges." *Boston Business Journal Book of Lists*. (BHCC listed number 2).
- 2005, March. Document. "Bunker Hill Community College Media Coverage March 2005." 64 p.
- 2005, March 31. Newspaper Article. "Statehouse Briefs: [MCCC] Contract Demonstration." *Sentinel and Enterprise*.

#### **Box 4**

##### **Folder 1: Media Coverage [April 2005]**

- 2005, April. Document. "Bunker Hill Community College Media Coverage April 2005." 35 p.

##### **Folder 2: Media Coverage [May 2005]**

- 2005, May. Document. "Bunker Hill Community College Media Coverage May 2005." 9 p.

##### **Folder 3: Media Coverage [June 2005]**

- 2005, June. Document. "Bunker Hill Community College Media Coverage June 2005." 21 p.

##### **Folder 4: Media Coverage [July 2005]**

- 2005, July. Document. "Bunker Hill Community College Media Coverage July 2005." 13 p.

##### **Folder 5: Media Coverage [August 2005]**

- 2005, August. Document. "Bunker Hill Community College Media Coverage August 2005." 11 p.

##### **Folder 6: Media Coverage [September 2005]**

- 2005, September. Document. "Bunker Hill Community College Media Coverage September 2005." 37 p.

##### **Folder 7: Media Coverage [November 2005]**

- 2005, November. Document. "Bunker Hill Community College Media Coverage November 2005." 47 p.

##### **Folder 8: Media Coverage [February 2006]**

- 2006, January. Newspaper Article. "Area's Largest Community Colleges." *Boston Business Journal Book of Lists 2006*. (BHCC listed 2<sup>nd</sup> on the list)

- 2006, January. Newspaper Article. "Massachusetts' Largest Colleges and Universities." *Boston Business Journal Book of Lists 2006*. (BHCC listed 14<sup>th</sup> on the list). 2 p.
- 2006, February. Document. "Bunker Hill Community College Media Coverage February 2006." (Original copy is 21 p. and scanned copy is 24 p). 2 copies.
- 2006, February 1. Newspaper article. "Nee trial set to start in March." Bray, Ryan. *Marshfield Mariner*.
- 2006, February 1. Newspaper clipping. "Ann Toder, at 85, lifelong of Malden; was born in Ukraine." *Medford Daily Mercury*.
- 2006, February 1. Newspaper clipping. "Ann Toder, at 85, lifelong of Malden; was born in Ukraine." *Malden Evening News*.
- 2006, February 2. Newspaper clipping. "Marion M. Evans, 84." *Eagle-Tribune (City Edition)*.
- 2006, February 2. Newspaper clipping. "Raymond O'Brien III, 45." *Daily Item*.
- 2006, February 3. Newspaper clipping. "State colleges could get greater tuition control." Kladko, Brian. *Boston Business Journal*.
- 2006, February 9. Newspaper clipping. "College Fair To be Held February 18." *Jamaica Plain/Roxbury Citizen*.
- 2006, February 9. Newspaper clipping. "College Fair To be Held February 18." *South Boston Tribune*.
- 2006, February 9. Newspaper clipping. "College Fair To be Held February 18." *Hyde Park/Mattapan Tribune*.
- 2006, February 9. Newspaper clipping. "Marion M. Evans, 84." *Haverhill Gazette*.
- 2006, February 9. Newspaper clipping. "Maurice Temple." *Brookline Tab*.
- 2006, February 10. Newspaper clipping. "College Fair: Extreme Edition." *Post-Gazette*.
- 2006, February 10. Newspaper clipping. "BCYF to kick-off College Fair: Extreme Edition." *Allston-Brighton Tab*.
- 2006, February 10. Newspaper clipping. "Maurice Temple of Brookline, educator in public schools." *Jewish Advocate*.
- 2006, February 10. Newspaper clipping. "Ann (Zeldis) Toder of Malden, active member of Hadassah." *Jewish Advocate*.
- 2006, February 16. Newspaper clipping. "Malcolm: The Boston Years." *Bay State Banner*. Cooper, Kenneth J.
- 2006, February 16. Newspaper clipping. "Author dazzles audience at BHCC." *Chelsea Record*.

- 2006, February 16. Newspaper article. "La Alianza Hispana enhances its Latino elder services." *West Roxbury & Roslindale Transcript*. Includes only the first page where BHCC is mentioned.
- 2006, February 17. Newspaper clipping. "Veteran Philanthropist." *Malden Observer*. Edwards, Jocelyn.
- 2006, February 19. Newspaper clipping. "'Hollywood' in Waltham." *Metro West Daily News*.
- 2006, February 20. Newspaper clipping. "Home Inspection Licensing Paves Way for High Standards." *Banker & Tradesman*. Noonan, Caitlin.
- 2006, February 22. Newspaper clipping. "Pain free piano lessons." *Revere Journal*.
- 2006, February 22. Newspaper article. "Car plunges into bay at UMass campus: Officer, student help rescue driver." *The Boston Globe*. Daniel, Mac.
- 2006, February 24. Newspaper clipping. "Area's Largest Colleges and Universities." *Boston Business Journal*.
- 2006, February 25. Newspaper clipping. "Gerald Kenney." *Patriot Ledger*.
- 2006, February 26. Newspaper article. "Rounding up the writers." *The Boston Globe*. Brown, Diana.
- 2006, February 27. Newspaper clipping. "New Charter School Serving Lynn Area Plans September Opening." *Daily Item*. Gadsby, Jill.
- N.D. Newspaper clipping. "Pesca: Reguladores concordam em reduzir dias no mar para recuperar stocks."
- N.D. Newspaper clipping. "Programa procura resolver falta de enfermeiros."
- N.D. Newspaper clipping. "Home Inspections Up Standards."

#### **Folder 9: Media Coverage [March 2006]**

- 2006, March. Document. "Bunker Hill Community College Media Coverage March 2006." (Original copy is 39 p. split into two clipped sections. Scanned copy is 42 p.). 2 copies.
- 2006, March 16. Newspaper Article. "Wanted: A new Governor with imagination." *Bay State Banner*. Smith, Rosa A.
- 2006, March 19. Newspaper Article. "The Value of Community Colleges: Students Use Two-Year Schools as Stepping Stone to Success." *Boston Sunday Globe*. (BHCC's Emily Dibble quoted in article and enrollment statistics mentioned).

#### **Folder 10: Media Coverage [2006/4 – 2006/8]**

- 2006, April. Newspaper clipping. "BHCC agrees to reconsider denial." *MTA Today*.



- 2006, April 18. Newspaper clipping. "Necessary Skills." *Boston Metro*.
- 2006, April 18. Newspaper clipping. "Former Beacon Hill author speaks at community college." *Beacon Hill Times*. (Lois Lowry)
- 2006, May 4. Newspaper clipping. "BHCC receives \$20,000 grant for the Chelsea Community Education and Support Initiative." *Chelsea Record*.
- 2006, May 5. Newspaper clipping. "Bunker Hill Community College." *Boston Phoenix*.
- 2006, May 17. Newspaper clipping. "Hewlett-Packard selects BHCC for new technology award." *Revere Journal*.
- 2006, June 1. Newspaper clipping. "Clapprood to give BHCC commencement address." *Chelsea Record*. 2 copies.
- 2006, June 29. Newspaper article. "Library notes." *Medford Transcript*. On the back of the Clapprood commencement clipping above.
- 2006, June 4. "Yesterday's Commencements." *Boston Sunday Globe*. 2 copies.
- 2006, June 8. "Third Division." *Charlestown Patriot-Bridge*. On the back of the second copy of the commencement clipping above.
- 2006, July 6. Newspaper clipping. "Motorcyclists get street smart at Bunker Hill Community College." *Charlestown Patriot-Bridge*. 2 copies.
- 2006, July 11. Newspaper clipping. "Jobs With a Future." *Boston Globe*. 2 copies.
- 2006, July 14. Newspaper clipping. "BHCC wins grant from HP to make a mobile science and math classroom." *Mass High Tech*.
- 2006, July 18. Newspaper clipping. "High Skill Level Means Better Jobs." *Boston Metro*. 2 copies.
- 2006, July 20. Newspaper article. "State Gives Out Crime-Fighting Awards." *State House News Service*. Yeon, Priscilla. On the back of the second copy of the clipping above.
- 2006, July 27. Newspaper clipping. "Latimer Society's job placement efforts are paying big dividends." *Chelsea Record*.
- 2006, July 28. Newspaper clipping. "BHCC Launches Heroix IT Software." *Mass High Tech*.
- 2006, August 1. Online article. "Bunker Hill Community College Gives Heroix Longitude High Marks." *BusinessWire.com*.
- 2006, August 6. Newspaper clipping. "Invest in your future." *Boston Sunday Globe*. 2 copies. Includes this article printed on the back:
  - 2006, August 9-11. Newspaper article. "Mayor's Column." *East Boston Times-Free Press, West Roxbury Transcript, Hyde Park/Mattapan Tribune, Post-Gazette, and Roslindale Transcript*. Menino, Thomas M., Mayor, City of Boston. On the back of the second copy of the clipping above.
- 2006, August 6. Newspaper clipping. "Community Colleges Fit the Bill." *Boston Sunday Globe*. 2 copies.
- 2006, August 9-11. Newspaper article. "Mayor's Column." *East Boston Times-Free Press, West Roxbury Transcript, Hyde Park/Mattapan Tribune, Post-Gazette,*

and *Roslindale Transcript*. Menino, Thomas M., Mayor, City of Boston. Second copy on the back of the "Invest in your future" clipping.

- 2006, August 10. Newspaper clipping. "Re-entry Program Receives Public Safety Award." *South Boston Tribune*. 2 copies.
- 2006, August 11. Newspaper clipping. "Bunker Hill Community College." *Mass High Tech*. 2 copies. The first copy is on the back of the clipping above.
- 2006, August 16. Article. "SANAKO Study 1200 for Bunker Hill Community College." *Learning Business*. 2 copies.
- 2006, August 17. Newspaper clipping. "Organizers are making the final preparations for popular community event." *Chelsea Record*. On the back of the article above.
- 2006, August 18. Newspaper clipping. "Bunker Hill Community College." *Boston Phoenix*. 2 copies. Includes this article printed on the back of the second copy:
  - 2006, August 3. Newspaper clipping. "Off the diamond, into the sunset." *Chelsea Record*. Shuman, Cary.
- 2006, August 29. Newspaper clipping. "<'cast away>." *Stuff @ Night*.
- N.D. Newspaper clipping. "City Awards \$325k for Adult Training in Math, Science." Menino, Thomas M.

#### **Folder 11: Media Coverage [2006/9 – 2006/12]**

- 2006, September 14. "Master's Degree." *Hingham Journal*.
- 2006, September 22. Newspaper article. "Bunker Hill Community College Partners with Gatlin Education Services for New Online Courses." NewswireToday.com. 1 p.
- 2006, September 28. Newspaper Clipping. "BHCC offers new online courses." *Charlestown Patriot-Bridge*. 2 copies.
- 2006, October 5. Newspaper clipping. "Achievements." Includes information on Roxanne E. Mihal being appointed dean of nurse education at BHCC. *Charlestown Patriot-Bridge*.
- 2006, October 6. Newspaper clipping. "BHCC appoints Abington resident as dean" *Mariner* (Abington Edition).
- 2006, October 12. Newspaper Article. "BHCC wins \$1.9 million federal grant" *Chelsea Record*.
- 2006, October 19. Newspaper clipping. "BHCC-based nursing program receives recognition." *Charlestown Patriot-Bridge*. Murphy, Dan.
- 2006, October 25. Online article. "Beacon Hill Advancing Bunker Hill's Push for \$8M in Wellness Facility Funding." *State House News Service*. Yeon, Priscilla.
- 2006, November 1. Newspaper clipping. "BHCC gana 1.9 millones de dolares en concesiones federales" ["BHCC earns 1.9 million dollars in federal grants"]. *La Semana*. In Spanish. 2 copies.

- 2006, November 14. Newspaper clipping. "Bunker Hill Community College Graduates Have The Skills that Massachusetts Needs." *Boston Metro*. 2 copies.
- 2006, November 14. Newspaper clipping. "Bunker hill ACT Center." *Boston Metro*. 2 copies.
- 2006, November 16. "Senate Chief Inclined to Wait 'Til Next Year to Address Romney." State House News Service. Discusses approval of new associate degrees at BHCC. 2 copies.
- 2006, November 29. Newspaper clipping. "BHCC to build new health and wellness center." *Revere Journal*. 2 copies.
- 2006, November 30. Newspaper clipping. "Bunker Hill Community College anuncia construccion de Nuevo centro de salud" ["Bunker Hill Community College announces construction of new Health Center"]. *La Semana*. In Spanish. 2 copies.
- 2006, December 7. Newspaper clipping. "BHCC to build new health and wellness center." *Charlestown Patriot-Bridge*. 2 copies.
- 2006, December 7. Newspaper clipping. "Boston by Design." *Charlestown Patriot-Bridge*. 2 copies.
- 2006, December 8. Newspaper clipping. "Call to artists: Boston-Haitian Gallery." *Mission Hill Gazette*. 2 copies.
- 2006, December 13. Newspaper clipping. "Getting on Board with Education." *Everett Independent*. 2 copies.
- 2006, December 14. Newspaper clipping. "Call for artists: Haitian art exhibit." *Charlestown Patriot-Bridge*. 2 copies.
- 2006, December 14. Newspaper clipping. "Getting on Board with Education." *Winthrop Sun Transcript*.
- 2006, December 17. Newspaper clipping. "Mayor's Harsh Grades." *Boston Sunday Globe*. 2 copies.
- 2006, December 19. Newspaper clipping. "Campus showdown." *Boston Globe*. 2 copies.
- 2006, December 20. Newspaper clipping. "Community colleges—doing the most with the least." *Boston Globe*. 2 copies.
- 2006, December 23. Newspaper clipping. "Menino targeting community colleges: Considers adding fund conditions." *The Boston Globe*. 2 pages, 2 copies.
- 2006, December 27. Newspaper clipping. "Bunker Hill teams up with EBNHC." *East Boston Times-Free Press*. 2 copies.

**Folder 12: BHCC in the News, 2007 Press Highlights**

- 2007. Document. "BHCC in the News, 2007 Press Highlights." 45 p.

- 2007, January 4. Newspaper clipping. "BHCC comes under fire from mayor for low graduation rate." *Charlestown Patriot-Bridge*. 2 copies.
- 2007, January 11. Newspaper clipping. "O'Flaherty, Reinstein sworn in." *Chelsea Record*. 2 copies.
- 2007, January 11. Newspaper clipping. "Haitian art exhibit still seeking candidates." *Charlestown Patriot-Bridge*.

**Folder 13: Media Coverage, Various Press Releases and News Clippings [1996-2007]**

- 1996, June 30. Newspaper article. "Forms for a New Life" *The Boston Sunday Globe*.
- 1997, November 19. Newspaper clipping. "State Cuts Tuition Again at Colleges." *The Boston Globe*. Chacón, Richard.
- 1998, April 18. Flyer. "Commonwealth Tenants, this event is just for you!"
- 1998, December. Press release. "BHCC Hosts MNREB Meeting."
- 1999, January. Press release. "Creating a Culture of Change: The Transformation of Bunker Hill Community College." Regarding the Future Search Conference. Includes photo captions. 5 p.
- 1999, May 24. Document. "Satellite Coordinates and Technical Information Guide." 3 p.
- 2000, January/February. Newspaper article. "In Boston: Winning the Battle At Bunker Hill." *Urban Community Colleges Report*. Vol. 11, Issue 1. 4 p.
- 2003. Newspaper clipping. "Program helps launch biotech careers." Taylor, Anne.
- 2003, January. Newspaper clipping. "Community Colleges Offset Skills Shortage." *Women's Business*.
- 2003, January 2. Newspaper clipping. "Bunker Hill classes in Somerville." *Somerville Journal*.
- 2003, January 8. Newspaper clipping. "Acrylic artist demonstrates at Art Guild." *Lynnfield Villager*. On the same page as the clipping above.
- 2003, January 16. Newspaper clipping. "Veterans' Club at Bunker Hill Community College." *South Boston Tribune*. This clipping is on the same page:
  - 2003, January 23. Newspaper clipping. "NECC women defeated." *Eagle-Tribune*.
- 2003, January 16. Newspaper clipping. "Rushing to Speak at Martin Luther King Jr. Celebration." *Charlestown Patriot & Somerville Chronicle*.
- 2003, January 16. Newspaper clipping. "Barrios Hires Gillen For Key Position." *Charlestown Patriot & Somerville Chronicle*. On the same page as the clipping above.

- 2003, January 20. Newspaper clipping. "Representing Parents with Mental Illness." *Massachusetts Lawyers Weekly*. Includes these clippings on the same page:
  - 2003, January 9. Newspaper clipping. "James R. Ware." *Marlborough Enterprise*.
  - 2003, January-February. Newspaper clipping. "Clara R. Mahoney." *Harvard Magazine*.
- 2003, February. Newspaper clipping. "Planting Seeds of Peace through the Internationalization of Higher Education." *International News*.
- 2003, February 25. Newspaper clipping. "Talk of higher ed overhaul news to state college chiefs." *Boston Herald*. Rothstein, Kevin.
- 2003, February 26. Newspaper clipping. "Student protest against Governor Romney's proposed budget cuts." *Boston Globe*.
- 2003, February 26. Newspaper clipping. "Romney rolls out savings blueprint." *Cape Cod Times*. Dennehy, Kevin.
- 2003, February 27. Newspaper clipping. "Changes loom for colleges." *Wellesley Townsman*.
- 2003, February 28. Newspaper clipping. "Notable." *Dedham Times*. Includes these clippings on the same page:
  - 2003, February 12. Newspaper clipping. "Lawrence W. 'Lolly' Aylward." *Everett Independent*.
  - 2003, February 13. Newspaper clipping. "BHCC students inducted into honor society." *Chelsea Record*.
  - 2003, February 21. Newspaper clipping. "Allston student now in honor society." *Allston-Brighton Tab*.
- 2003, March 5. Newspaper clipping. "Locals named to Dean's List at Bunker Hill." *Town Crier*. Includes these clippings on the same page:
  - 2003, March 5. Newspaper clipping. "Dean's List." *Weymouth News*.
  - 2003, March 13. Newspaper clipping. "Hun, Moochnick inducted into honor society." *Brookline Tab*.
  - 2003, March 13. Newspaper clipping. "Learn about a medical career." *Everett Leader Herald*.
- 2003, March 5. Newspaper clipping. "On Dean's List." *East Boston Times*. Includes this clipping on the same page:
  - 2003, March 6. Newspaper clipping. "Bunker Hill Dean's List." *Jamaica Plain/Roxbury Citizen*.

- 2003, March 6. Newspaper clipping. “Dean’s List, Honor Rolls.” *Sun Transcript*. Includes these clippings on the same page:
  - 2003, March 6. Newspaper clipping. “Reilly in Honor Society.” *Charlestown Patriot & Somerville Chronicle*.
  - 2003, March 6. Newspaper clipping. Includes the names of students who earned academic honors. *Winchester Star*.
  - 2003, March 7. Newspaper clipping. “Local residents named to dean’s list.” *Allston-Brighton Tab*.
- 2003, March 13. Newspaper clipping. “Achievers – With Honors.” *Malden Observer*.
- 2003, March 13. Newspaper clipping. “Imagine a new career.” *Chelsea Record*.
- 2003, March 19. Newspaper clipping. “Learn about a career in Medical Imaging.” *East Boston Press*.
- 2003, March 19. Newspaper clipping. “BHCC offers professional training in Allied Health Care.” *Revere Journal*.
- 2003, March 20. Newspaper clipping. “BHCC offers a variety of allied health certificate programs.” *Chelsea Record*.
- 2003, March 20. Newspaper clipping. “Bunker Hill notes locals.” *Somerville Journal*. Includes this clipping on the same page:
  - 2003, March 20. Newspaper clipping. Includes the names of students who made the Dean’s List. *South Boston Tribune*.
- 2003, March 21. Newspaper clipping. “College presidents pan cuts in budget.” *Eagle Tribune*. 2 p.
- 2003, October 9. Newspaper clipping. “Democratic Convention chair addresses Bunker Hill students.” *Daily Free Press*.
- 2003. October 9 & 15. Newspaper clipping. “BHCC Celebrates its 30th Anniversary.” *Chelsea Record & Revere Journal*. 2 p.
- 2003. October 13. Newspaper clipping. “BHCC recipient of 2003 Charles Kennedy Equity Award.” *Community College Week*. 5 p.
- 2003. October 13. Newspaper clipping. Announces the award BHCC won. *Community College Week*.
- 2003. October 10-16. Newspaper clipping. “Massachusetts’ Largest Community Colleges.” *Boston Business Journal*. 2 p.
- 2003. October 15. Newspaper clipping. “Students named to BHCC dean’s list.” *Brookline Tab*. Includes these clippings on the same page:
  - 2003, October 9. Newspaper clipping. “BHCC plans informational sessions about its medical degree programs.” *Chelsea Record*.

- 2003, October 16. Newspaper clipping. "BHCC plans informational sessions about its medical degree programs." *Revere Journal*.
- 2003. October 16. Newspaper clipping. "Bunker Hill CC offers Course in Medical Imaging." *Everett Leader Herald News Gazette*.
- 2003. October 16. Newspaper clipping. "BHCC offers certificate programs in Allied Health." *Chelsea Record*. Includes these clippings on the same page:
  - 2003, October 22. Newspaper clipping. "BHCC offers medical imaging courses." *Everett Independent*.
  - 2003, October 23. Newspaper clipping. "Bunker Hill Community College at Villa Victoria." *South End News*.
- 2003. October 21. Newspaper clipping. "High Skill Level Means Better Jobs." *Boston Metro*. Includes this clipping on the same page:
  - 2003, October 23. Newspaper clipping. "Human services and early childhood jobs in demand." *Chelsea Record*.
- 2003, October 22. Newspaper clipping. "Where to Study Radiography." *Boston Globe*.
- 2003. October 30. Newspaper clipping. "BHCC Students experience the magic of Disney." *Everett Leader Herald*.
- 2003. November 18. Newspaper clipping. "High Skill Level Means Better Jobs." *Boston Metro*. Includes this clipping on the same page:
  - 2003, November 7. Newspaper clipping. "15 Students Pass GED in One Month." *Post Gazette*.
- 2003. November 20. Newspaper clipping. "At BHCC, a college education is never far away." *Chelsea Record*. Includes this clipping on the same page:
  - 2003, November 14. Newspaper clipping. "Armstrong-Votour." *Malden Observer*.
- 2003. November 21. Newspaper clipping. "At BHCC, a college education is never far away." *East Boston Sun Transcript*. Includes this clipping on the same page.
  - 2003, November. "upcoming events." *Charlestown Patriot & Somerville Chronicle*.
- 2003. November 21. Newspaper clipping. "Singin' Those Blues." *Daily Free Press*.
- 2003, December 4. Newspaper clipping. "Bunker Hill CC offers Medical Coding Certification program." *Everett Leader Herald News Gazette*. Includes these clippings on the back of the same page:
  - 2003, December 4. Newspaper clipping. "Osenton inducted in to Phi Beta Kappa." *Westwood Suburban Press*.

- 2003, December 4. Newspaper clipping. "Holiday Gathering & Concert at BHCC." *Charlestown Patriot & Somerville Chronicle*.
- 2003, December 4. Newspaper clipping. "BHCC satellite to offer spring courses." *Cambridge Chronicle*.
- 2003, December 11. Newspaper clipping. "Bunker Hill offers dynamic environment." *Bay State Banner*.
- 2004, March 24. Newspaper article. "King's youngest daughter calls at BHCC for equality." *Boston Herald*. Rothstein, Kevin.
- 2004, March 28. Newspaper article. "At Bunker Hill, they're all in the same boat." *The Boston Globe*. Krcmar, Stephen.
- 2004, July 25. Newspaper clipping. "For eager students, it's Political Convention 101." *Boston Sunday Globe (City Edition)*. 2 copies.
- 2004, August 26. Newspaper article. "Bunker Hill – Changing Lives." *The Boston-Bay State Banner*.
- 2004, October 11. Newspaper article. "Past College Debt Stops Some Students from Finishing." *The Boston Globe*. 5 p.
- 2004, October 11. Newspaper article. "Removing a ladder." *The Boston Globe*. 3 p.
- 2004, October 17. Newspaper article. "Taking the Certified Path." *The Boston Globe*. 5 p.
- 2004, October 27-28. Newspaper clipping. "Renowned jazz singer to perform at BHCC." *Chelsea Record* and *East Boston Times-Free Press*.
- 2005, January 27. Newspaper clipping. "A woman braces herself against the cold outside of Bunker Hill Community College." A photo with a caption. *Chelsea Record*.
- 2005, February 15. Newspaper clipping. "High Skill Level Means Better Jobs." *Metro Boston*.
- 2005, February 25-March 3. Newspaper clipping. "Immigrant's tale illustrates future of biomanufacturing." *Boston Business Journal*.
- 2005, April. Newspaper article. "Walking the Talk: Community Colleges Where Everyone Wins." *MetLife Foundation*. 40 p.
- 2005, April. Newspaper clipping. "Think Global, Act Local, Says Robinson at Bunker Hill CC." *Boston Irish Reporter*. Includes this clipping on the back of the same page:
  - 2005, April 6. Newspaper clipping. "BHCC gets grant." *The Charlestown Bridge*.
- 2005, April. Newspaper clipping. "1000 Days of Shame." *MCCC News*. 2 copies



- 2005, April 14. Newspaper clipping. "Help from the tax man." *Wakefield Observer*. Includes these clippings on the back of the same page:
  - 2005, April 13. Newspaper clipping. "Tax help for procrastinators." *The Charlestown Bridge*.
  - 2005, April 14. Newspaper clipping. "Get free tax help from your neighbor." *Cambridge Chronicle*.
  - 2005, April 14. Newspaper clipping. "Aún tiene tiempo de llenar sus impuestos." In Spanish. *La Region*.
- 2005, April 13. Newspaper clipping. "BHCC gallery spotlights student artwork." *The Charlestown Bridge*. 2 copies.
- 2005, April 19. Newspaper clipping. "Bunker Hill Community College: Learning for the Real World"
- 2005, April 28. Newspaper clipping. "International Day at BHCC." *Chelsea Record*.
- 2005, May. Newspaper clipping. "It is time to do the fair thing' MCCC members call on governor to honor state's commitment." *MTA Today*. Spindel, Jerry.
- 2007, April 17. Newspaper clipping. "Bunker Hill Community College Graduates have the skills that Massachusetts Needs." [Advertisement for school]. *Boston Metro*. Bunker Hill Community College.
- 2007, April 30. Newspaper article. "Programs pave way in biotech Boston, Cambridge offer basic classes." *Boston Herald*. Restuccia, Paul. 3 p.
- 2007, June 6. Newspaper clipping. "Fine arts fair." *East Boston Times-Free Press*.
- 2007, June 14. Newspaper article. "Take Two: BRA To Conduct another study for Rutherford Avenue Reconfiguration." *Charlestown Patriot-Bridge*. Murphy, Dan.
- 2007, July 13. Newspaper article. "Person of the Week: Khymi Woo; Single Mother goes from Drug Addiction, Poverty to College Life." *ABC News*.
- N.D. Newspaper article. "Planting the Seeds of Peace through the Internationalization of Higher Education." International News Community Colleges for International Development: Winter Edition 2003. 1 Page.

#### **Folder 14: BHCC Welcomes Community Seniors**

- 2001, April 25. Press release and photographs. "Bunker Hill Community College Welcomes Seniors & Office of Elder Affairs Thursday, April 26th 12:00 p.m.-1:00 p.m. 250 New Rutherford Avenue, Charlestown, E-Building." 2 p. 10 photographs.

#### **Folder 15: Charlestown Patriot-Bridge Articles [2008-2009]**

- 2008, September 18. Newspaper article. "BHCC Has Record Enrollment." *Charlestown Patriot-Bridge*. The article is on p. 10.
- 2008, October 9. Newspaper article. "BHCC Art Gallery Recognizes Breast Cancer Awareness Month." *Charlestown Patriot-Bridge*. The article is on p. 4.
- 2009, January 15. Newspaper article. "New Bunker Hill Community College building receives Green Design Award." *Charlestown Patriot-Bridge*. The article is on 1-9 p.
- 2009, January 22. Newspaper article. "BHCC Celebrates Black History Month" and "BHCC Magazine Wins Second Major Award." *Charlestown Patriot-Bridge*. The articles are on p. 2 and p. 15.

**Folder 16: The Boston Globe Magazine, May 31, 2009, pp. 25, 36-37**

- 2009, May 31. Magazine article. "The College Issue." *The Boston Globe Magazine*. Swidey, Neil. BHCC is mentioned on p. 25 and 36-37.

**Folder 17: Media Coverage Binder Cover Insert Pages and Contents Guide [2009-2010]**

- c. 2009-2010. Loose paper. "Burning The Midnight Oil: Media Coverage of Midnight Classes." These pages are for the cover and sides of binders. 3 copies of different sizes.
- c. 2009-2010. Document. "Contents Guide: For print/web coverage of BHCC's Midnight Courses."

**Folder 18: AACRAO [2009-2010]**

- 2009, September 17. Online article. "Boston Community College Offers Midnight Classes to Meet Demand." *AACRAO*. Zimar, Heather. 2 copies.
- 2010, May 20. Online article. "Video Series to Document Struggles of Nontraditional Students." *AACRAO*. Cormier, Michelle. 2 p.

**Folder 19: Associated Press [2009]**

- 2009, October 29. Online article. "College enrollment up, mostly at 2-year schools." *Associated Press*. Pope, Justin. 2 p.

**Folder 20: AZcentral.com [2009]**

- 2009, September 11. Online article. "College now offers midnight-2:30 a.m. classes." *AZcentral.com*. Ngowi, Rodrique. Includes comments on the last 3 pages. 5 p.

**Folder 21: Baltimore Sun [2010]**

- 2010, April 26. Online article. "Ann Arundel Community College to offer midnight class." *The Baltimore Sun*. Walker, Childs. 2 p.

**Folder 22: Berkshire Eagle [2009]**

- 2009, October 30. Online article. "More students pick community colleges." *Berkshire Eagle*. Reprinted from the *Associated Press*. Pope, Justin. 2 p.

**Folder 23: Boston Business Journal [2009]**

- 2009, May 4. Online article. "BHCC eyes late-night course schedule." *Boston Business Journal*. Noyes, Jesse.
- 2009, June 5. Newspaper article. "Community colleges go 'round clock." *Boston Business Journal*. Noyes, Jesse. 3 copies (one is online, the other two are scans of newspapers). 2 p (online copy).

**Folder 24: Boston Globe [2009-2010]**

- 2009, September 11. Online article. "These Bunker Hill classes make late arrival mandatory." *The Boston Globe*. Jan, Tracy. Includes a scan of the front page from the newspaper this article was in. 3 p.
- 2009, September 11. Online article. "Melrose students burn the midnight oil at Bunker Hill CC." *The Boston Globe*. Ngowi, Rodrique. 3 p.
- 2009, September 13. Online article. "Taking the next step: The face of the classroom is changing as the sour economy prompts more older adults to return to school." *The Boston Globe*. Jackson, Maggie. 4 p.
- 2009, October 1. Online article. "For public colleges, the best of times." *The Boston Globe*. Rocheleau, Matt. 3 p.
- 2009, December 26. Online article. "Legislators watching for final decision on public law school." *The Boston Globe*. Jan, Tracy. 2 p.
- 2009, December 27. Online article. "Rivals may preempt decision on law school." *The Boston Globe*. Jan, Tracy. 3 p.
- 2010, March 10. Online article. "A new kind of student." *The Boston Globe*. Harmon, Lawrence. 2 p.
- 2010, October 31. Online article. "Give our public colleges a helping hand: Why the state's second-class treatment of its 29 public universities and colleges is bad for the economy and our future." *The Boston Globe*. Marcus, Jon. 8 p.

**Folder 25: Boston Herald [2009]**

- 2009, September 11. Online article. "Students burn midnight oil at Bunker Hill Community College." *Boston Herald*. Associated Press. 2 p.

**Folder 26: Charlestown Patriot-Bridge [2010]**

- 2010. Online article. "BHCC's Midnight Courses Media Campaign Receives "Grand Gold" International Award." *Charlestown Patriot-Bridge*.

**Folder 27: Chicago Tribune [2009]**

- 2009, November 1. Online article. "Obama community college proposal may not be enough." *Chicago Tribune*. Martin, Deanna. 3 p.

**Folder 28: Chronicle of Higher Education [2009]**

- 2009, July 16. Online article. "At Bunker Hill Community College, Some Classes Will Start at 11:45 P.M." *The Chronicle of Higher Education*. Killough, Ashely C.
- 2009, July 17. Online article. "Academe Today: The Chronicle of Higher Education's Daily Report." *The Chronicle of Higher Education*.
- 2009, October 6. Online article. "Community College News." *The Chronicle of Higher Education*. BHCC is mentioned on p. 5-6. 6 p. 2 copies (the second copy is 4 p. and BHCC appears on the final page).

**Folder 29: Cision [2009]**

- c. 2009-2010. Document. "Press Report Items In the Midnight Hour: Press Coverage of Late Night Class Options." This appears to be a cover page.
- c. 2009-2010. Document. This document compiles the press coverage on late night classes at BHCC. 11 p.
- c. 2009-2010. Document. This page is a summary of the data from the Cision study.
- 2010, May 3. Document. This document includes information and a transcript of a news video that aired about the midnight classes.

**Folder 30: Community College Review [2009]**

- 2009, November 19. Online article. "Why Community College Students are Taking Classes at Midnight." *Community College Review*. Chen, Grace. 3 p.

**Folder 31: Community College Times [2009]**

- 2009, July 27. Online article. "Re-envisioning Night School." *Community College Times*. 2 p.
- 2009, December 2. Online article. "Eliminating transfer barriers long overdue." *Community College Times*. Boggs, George. 3 p.

**Folder 32: Daily Free Press [2009]**

- 2009, November 12. Online article. "Midnight classes a solution for some Bunker Hill students." *Daily Free Press*. McKinnon, Allison. 2 p.

**Folder 33: Daily Times Chronicle [2009]**

- c. 2009. Online article. "College enrollment at record level." *Daily Times Chronicle*. Reprinted from the *Associated Press*. Pope, Justin. 2 p. 2 copies.

**Folder 34: East Boston Community News [1973]**

- 1973, February 13. Newspaper article. "New 2-year college to open in Charlestown." *East Boston Community News*. House, Paula.

**Folder 35: Emirates Economist [2009]**

- 2009, July 17. Online article. The article is on the midnight classes at BHCC. *The Emirates Economist*. 2 p.

**Folder 36: Huffington Post [2009]**

- 2009, September 11. Online article. "Students Burn Midnight Oil at Boston College." *The Huffington Post*. Ngowi, Rodrique. 3 p.

**Folder 37: Inside Higher Education [2009-2010]**

- 2009, September 8. "Last-Minute Additions." *Inside Higher Education*.
- 2009, December 9. Online article. "In the Midnight Hour." Daily News Update. *Inside Higher Education*. The entire article is not in this document, only the preview. 5 p.
- 2009, December 21. Online article. "A Semester of Midnights." *Inside Higher Education*. Sloane, Wick. 2 p.
- 2010, February. Newsletter article. "Midnight Madness: Class hours extended to accommodate enrollment." *Currents Advance Work*. Roberts, Rachel., Council for Advancement and Support of Education (CASE).

**Folder 38: Indiana Gazette [2009]**

- 2009, October 30. Online article. "College enrollment up, mostly at 2-year schools." *Indiana Gazette*. Reprinted from the *Associated Press*. Pope, Justin. 2 p. 2 copies.

**Folder 39: International Herald Tribune [2009]**

- 2009, October 29. Online article. "It's around midnight: Time to go to class; Community college boom in U.S. brings odd hours and long waiting lists." *The International Herald Tribune*. Goodnough, Abby. 3 p.

**Folder 40: Indystar.com [2010]**

- 2010, January 18. Online article. "Classes burn midnight oil." *Indystar*. McFeely, Dan. 3 p.

**Folder 41: Malden Evening News [2009]**

- 2009, November 3. Newspaper article. "Obama community college proposal may not be enough." *Malden Evening News*. Martin, Deanna. 2 p.

**Folder 42: Medford Daily Mercury [2009]**

- 2009, November 3. Newspaper article. "Obama community college proposal may not be enough." *Medford Daily Mercury*. Martin, Deanna. 2 p.

**Folder 43: Metro [2009]**

- 2009, August 4. Newspaper article. "Midnight class caters to night owl students." *Metro*.

**Folder 44: Military Times [2009]**

- 2009, November 20. Online article. "As applicants flood two-year colleges, don't take your spot for granted." *Military Times Edge*. Lawson, Jessica. 2 p. 2 copies.

**Folder 45: Misc. [2009-2010] (1)**

- c. 2009. Photograph. A photo of a subway advertisement for the Fall 2009 midnight classes.
- c. 2009. Photograph. A photo of a posterboard advertising the Fall 2009 midnight classes.
- c. 2009. Photograph. A photo of a posterboard next to free coffee for the midnight students.
- c. 2009. Online article. "'Graveyard Shit' Courses Grow in Popularity at Community Colleges." *Scholarships.com*. 2 p.
- 2009, July 16. Press release. "Bunker Hill Community College Students to Burn Midnight Oil this Fall."
- 2009, July 16. Online article. "Bunker Hill Community College Students to Burn Midnight Oil this Fall." *PRNewswire*.
- 2009, September 4. Online article. "Bunker Hill Community College Takes Extraordinary Measures to Deal with Explosive Enrollment Growth." *Reuters*.
- 2009, September 11. Online article. "What are you doing at midnight?" Heff, Tammy.
- 2009, September 11. Online article. "College Classes for Night Owls." *wltx.com*. Taylor, Alexis.
- 2009, September 11. Online article. "These Bunker Hill Classes Make Late Arrival Mandatory." *We Haitians United We Stand for Democracy*. Reprinted from *The Boston Globe*. Jan, Tracy. 4 p.
- 2009, September 11. Online article. "College in Boston Begins Night Owl Courses." *FastWeb*. Reprinted from the *Associated Press*. 3 p.
- 2009, September 11. Online article. "Midnight Classes? Great or Goofy Idea?" *Jim Fong's Education Marketing Blog*. Fong, Jim. 2 p.

- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *Breaking News 24/7*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 3 p.
- 2009, September 11. Document. "Midnight Classes at a Boston Community College." Includes the blurb of the article, but not the article itself. The link was posted on the *Kept-Up Academic Librarian*. 2 p.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *Breitbart*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 2 p.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *salon.com*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 3 p.
- 2009, September 11. Document. "Students burn midnight oil at Boston college." This is a news alert from AOL for the article, not the article itself.
- 2009, September 12. Online article. "Midnight College." *Outside the Beltway*. Joyner, James. 2 p.
- 2009, September 13. Online article. "Google Mention of BHCC Midnight Courses in Vietnamese." This is only a brief blurb, not the whole article.
- 2009, September 13. Online article. "Students burn midnight oil at Boston college." *Sify*. 3 p.
- 2009, September 14. Online article. "Boston Community College Offers Midnight Classes to Help Meet Demand." *University Business*. Reprinted from the *Associated Press*. This is a summary of the article.
- 2009, September 14. Online article. "Students Burn Midnight Oil at Boston Community College." *Diverse*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 3 p.
- 2009, September 17. Letter. From: John Kerry, Senator. To: Students of Psychology 101 T2 & English 111 H4. Re: Midnight Classes. 2 copies.
- 2009, September 22. Online article. "U.S. College Classes at Midnight...How's it Working Out?" *Britannica Blog*. Perry, Mark J. 2 p.
- 2009, September 25. Online article. "Community Colleges Extend Classroom Hours." *CTICareer*. CityTownInfo.com Staff.
- 2009, October. Online article. "Taking the Night Shift." *University Business*.
- 2009, October 6. Online article. "Community Colleges Facing Sleepless Nights." CityTown. Rome, Abigail.
- 2009, October 29. Online article. "Classes at night...the MIDDLE of the night." *Career Explorer*.

- 2009, October 29. Online article. "Study: Young adult college enrollment numbers at record high, up sharply at community colleges." *Newser*. Reprinted from the *Associated Press*. Pope, Justin. 3 p.
- 2009, October 29. Online article. "Boomers Burn the Midnight Oil at Community College Training Programs." *Encore Careers*. Nagel, Terry. 2 p.
- 2009, October 30. Online article. "Classes Past Midnight." *Adjunct Law Prof Blog*. Rubinstein, Mitchell H.
- 2009, November 2. Online article. "No Time? No Excuse: Flexible Class Schedules that Suit Everyone." *Top Colleges*.
- 2009, November 4. Online article. "Midnight College Classes for Insomniacs." *SayCampusLife*. Keegan, Matthew C. 2 p.
- 2009, November 12. Online article. "Burning the midnight oil at Bunker Hill Community College." Universal Hub. 2 p.
- 2009, December 1. Online article. "Online Solutions to the Enrollment Boom." *Campus Technology*. 2 p.

**Folder 46: Misc [2009-2010] (2)**

- c. 2009-2010. Flyer. "Midnight Courses: Back by popular demand! Burning the Midnight Oil: Midnight Classes at Bunker Hill Community College." 2 p.
- c. 2009-2010. Flyer. "Burning the Midnight Oil." Includes a list of classes being offered.
- c. 2009-2010. Online article. "Midnight Classes?!" *votervoicenet*.
- c. 2009-2010. Document. "Topic: Bunker Hill Community College." Includes previews of news articles on BHCC. 2 p.
- c. 2010. Flyer. "Burning the Midnight Oil/Quemándose las Pestañas." Includes a list of classes being offered.
- c. 2010. Online article. "BHCC's Midnight Courses Media Campaign Receives 'Grand Gold' International Award." *PR-USA.NET*.
- c. 2010. Magazine article. "Midnight Hour." *BHCC Magazine*. Includes two copies of the second page and photos. 3 p.
- c. 2010. Magazine article. "Transforming Bunker Hill Community College 2010." *BHCC Magazine*. 4 p.
- c. 2010. Online article. "The Great Recession's Toll on Higher Education (U.S. News & World Report)." *PC Pro Schools*. 6 p.
- c. 2010. Online article. "The 2010 Education Landscape." *Yahoo! Education*. Kyle, Chris. 4 p.
- 2010, January 2. Online article. "Evening College Courses." *WebMarketing Tips*. 3 p.



- 2010, January 18. Online article. "Community Colleges Add More Late-Night Classes." *CTICareerSearch*. Klugerman, Yaffa.
- 2010, February 12. Newsletter. *BHCC Faculty & Staff News*. Issue 394. 4 p.
- 2010, March 1. Online article. "Night owl advantage." *Collegionline*. Rainey, Jen. 2 p.
- 2010, March 10. Document. "Congratulations Dennis, winner of our online vote! View his video here!" Includes icons and short blurbs for the finalists of the Take America to College contest. 3 p.
- 2010, May 8. Online article. "Children of the Great Recession." *National Journal Magazine*. Brownstein, Ronald. 12 p.
- 2010, May 8. Online article. "Literally burning the midnight oil." *The Ticker: Independent Student Newspaper of Baruch College*. Rizzo, Lillian. 2 p.
- 2010, May 24. Press release. "Nontraditional BHCC Student in Compelling USA Today Video Series." *BHCC in the News*. 3 p.
- 2010, May 25. Online article. "Nontraditional BHCC Student in Compelling USA Today Video Series." *PRNewswire*. 3 p.
- 2010, May 30. Online article. "Learning after dark." *The Daily World*. Thomson, Rachel. 3 p.
- 2010, June 3. Online article. "More midnight college classes." *The Scientist*. Urban, Lauren. 2 p.
- 2010, June 4. Press release. "BHCC's Midnight Courses Media Campaign Receives 'Grand Gold' International Award." *BHCC in the News*.
- 2010, June 4. Online article. "BHCC's Midnight Courses Media Campaign Receives 'Grand Gold' International Award." *PRNewswire*.
- 2010, June 16. Online article. "Students may find U.S. community colleges flexible." *PC Pro School*.
- 2010, June 16. Online article. "Students may find U.S. community colleges flexible." *USA Education Guides*.
- 2010, June 25. Newsletter. *BHCC Faculty & Staff News*. Issue 395. 4 p.
- 2010, July 23. Newsletter. *BHCC Faculty & Staff News*. Issue 395. 4 p.
- 2010, September 15. Online article. "Bill & Melinda Gates Foundation Partners with UCLA School of Theater, Film and Television to Fund Education-Themed Student Films." 3 p.
- 2010, September 28. Online article. "Hard times spur midnight classes at colleges." *Reuters*. 2 p.
- 2010, September 29. Online article. "Bunker Hill Community College Offers Midnight Classes." *CTICareerSearch*. 2 p.

- N.D. Online article. "AACC will offer course at midnight." *The Towerlight*. Katz, Alissa.
- N.D. Online article. "Community Colleges Offer More Late Night Classes." *EDU in Review*. Reprinted from the *New York Times*. 2 p. 2 copies.

**Folder 47: Muleskinner [2009]**

- 2009, December 9. Online article. "Students, profs flock to midnight classes." *Muleskinner*. *Inside Higher Education*. 5 p.

**Folder 48: N.E. Real Estate Journal [1973]**

- 1973, March 9. Newspaper article. "Vappi Contractor for Bunker Hill College - \$15m." *N.E. Real Estate Journal*.

**Folder 49: New York Times [2009]**

- 2009, September 11. Newspaper article. "Students Burn Midnight Oil at Boston College." *New York Times*. Reprinted from the *Associated Press*. 3 p. 2 copies.
- 2009, October 27. Document. A list of the most popular *New York Times* articles, including a BHCC night class article.
- 2009, October 28. Newspaper article. "New Meaning for Night Class at 2-Year Colleges." *New York Times*. Goodnough, Abby. 3 p. Scans of the newspaper. Includes 2 copies of the second page.
- 2009, October 28. Document. Article summaries from the *New York Times*, including the night class article on p. 2. 3 p.
- 2009, October 28. Newspaper article. "New Meaning for Night Class at 2-Year Colleges." *New York Times*. Goodnough, Abby. Final draft of the article. 3 p.
- 2009, October 28. Online article. "Classes at Midnight: Rising Enrollment's Impact on Community Colleges." *New York Times The Choice*. Kadden, Jack.

**Folder 50: Newsday [2009]**

- 2009, July 26. Online article. "Weak economy spurs surge in community college enrollment." *Newsday*. Schuster, Karla. 3 p.

**Folder 51: Newsweek [2009]**

- 2009, September 16. Online article. "Community Colleges: To Thine Own Self Be True." *Newsweek*. Carey, Kevin. 3 p.

**Folder 52: Radio [2009]**

- c. 2009. Document. "Midnight Oil College Courses." *KYW*. Includes a summary of the radio show.
- c. 2009. Document. Includes summaries of different radio shows, including "Night Owl Classes." *WBUR*.

- 2009, August 3. Document. "Night Owl Classes." Includes a summary of the radio show.
- 2009, September 10. Online article. "It's Midnight. Why Aren't You In Class?" *WBUR*. Toness, Bianca Vazquez. This is an article based on the radio show. 3 p. 2 copies.
- 2009, September 29. Document. "Studying in the Midnight Hour." *New Hampshire Public Radio*. Hosted by Virginia Prescott. Includes a summary of the show. 3 p.
- 2009, November 18. Document. "Midnight Teacher." *The Story*. Hosted by Dick Gordon. Includes a summary of the show.

**Folder 53: St. Petersburg Times [2009]**

- 2009, September 12. Online article. "Higher Education." *St. Petersburg Times*. Includes other short articles in the document. 2 p.

**Folder 54: San Francisco Examiner [2009]**

- 2009, November 1. Online article. "Obama's \$12 billion proposal may not be generous enough for already crowded community colleges." *San Francisco Examiner*. Reprinted from the *Associated Press*. Martin, Deanna. 3 p.

**Folder 55: Sign on San Diego [2009]**

- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *Sign on San Diego*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 2 p.
- 2009, October 29. Online article. "College enrollment up, mostly at 2-year schools." *Sign on San Diego*. Reprinted from the *Associated Press*. Pope, Justin. 2 p.

**Folder 56: SOA World [2009]**

- 2009, July 16. Online article. "Bunker Hill Community College Students to Burn Midnight Oil this Fall." *SOA World*. PR Newswire. 2 p.

**Folder 57: Somerville News [2010]**

- 2010, June 23. Online article. "Writing the right way at Bunker Hill Community College." *Somerville News*. Holder, Doug. 5 p.

**Folder 58: SpareChangeNews.net [2010]**

- c. 2010. Newsletter article. "Learning the Midnight Oil." *SpareChangeNews*.
- 2010, May 21 – June 3. Newsletter article. "Staying After School: Midnight Classes Redefine Higher Education." *SpareChangeNews*. Sennott, Adam. A second version of this article is below.

- 2010, May 23. Online article. "Staying After School: Midnight Classes Redefine Higher Education." *SpareChangeNews*. Sennott, Adam. 3 p.

**Folder 59: Tufts Daily [2009]**

- 2009, October 8. Online article. "Amid recession, community colleges cope with rise in applicants." *Tufts Daily*. Colios, Daphne and Mowery, Monica. 3 p.

**Folder 60: Television [2009-2010]**

- c. 2009. Online article. "Student burn midnight oil at Boston college." *World News*. Reprinted from the Associated Press.
- c. 2009. Online article. "Student burn midnight oil at Boston college." *7 News WHDH*. Reprinted from the Associated Press. 3 p.
- 2009. Document. "Broadcast Coverage of Midnight Courses." Includes pictures of the various broadcasts. 6 p.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *WTEN*. Reprinted from the *Associated Press*.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *NewsChannel5*. Reprinted from the *Associated Press*. Ngowi, Rodrique.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *WIS10*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 2 p.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *KWQC6*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 4 p.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *LasVegasNow*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 3 p.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *ABC News*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 4 p.
- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *KIVITV*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 3 p.
- 2009, September 11. Online article. "Overenrolled: College offers classes in the middle of the night." *CBS 6 Albany*.
- 2009, October 6. Online article. "Bunker Hill offers country's only midnight classes." *NECN*. Brogadir, Josh. Includes a page with the article's summary. 3 p.
- 2009, November 1. Online article. "Obama community college proposal may not be enough." *WQOW 18 Eau Claire*. Reprinted from the *Associated Press*. Martin, Deanna. 3 p. 2 copies.
- 2009, November 1. Online article. "Obama community college proposal may not be enough." *ABC News*. Reprinted from the *Associated Press*. Martin, Deanna. 4 p.

- 2010, January 24. Online article. "Midnight classes at College of Southern Nevada come with kinks." *Las Vegas Review-Journal*. Lake, Richard. 4 p.
- 2010, February 12. Online article. "Bunker Hill Community College: One of Fastest Growing Two-year Colleges." *WBTV*.
- 2010, April 27. Online article. "Community College Students to Burn the Midnight Oil." *NBC Washington*. Muse, Pat Lawson.
- 2010, September 28. Online article. "Hard times spur midnight classes at colleges." *MSNBC*. Reprinted from *Reuters*. Krasny, Ros. 3 p.
- 2010, October 10. Online article. "Burning the Midnight Oil for a Degree." *CBS News*. Doane, Seth. 3 p.

**Folder 61: Trentonian [2009]**

- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *Trentonian*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 3 p.

**Folder 62: USA Today [2010]**

- 2010, May 26. Online article. "Join a live discussion with 'Take America' students on May 26." *USA Today*.
- 2010, May 28. Online article. "'Non-traditional' students struggle with schedules, loans." *USA Today*. 3 p.

**Folder 63: Washington Monthly [2009]**

- 2009, October 28. Online article. "When They Say Night Class, They Mean Night Class." *Washington Monthly*. Signal, Jesse.

**Folder 64: Washington Post [2009-2010]**

- 2009, September 11. Online article. "Students burn midnight oil at Boston college." *Washington Post*. Reprinted from the *Associated Press*. Ngowi, Rodrique. 3 p.
- 2009, September 24. Newspaper article. "Over-Enrolled Community Colleges Increase Hours and Operations." *Washington Post*. This is part of the article, but the other pages are missing.
- 2009, September 24. Online article. "Community Colleges Leave the Lights On a Lot Longer." *Washington Post*. De Vise, Daniel. 3 p.
- 2010, October 17. Online article. "Finally, college classes for night owls who hope to get ahead." *Washington Post*. Reprinted from *Reuters*. Krasny, Ros. 2 p.

**Folder 65: Washington Times [2009]**

- 2009, August 2. Online article. "Community colleges see enrollment spike." *Washington Times*. Billups, Andrea. 5 p.

**Folder 66: Worcester Telegram + Gazette [2009]**

- 2009, October 6. Online article. "Blackstone Valley May Get QCC Branch." *Worcester Telegram & Gazette*. Boynton, Donna. 3 p.

**Folder 67: Yorktown Patriot [2009]**

- 2009, October 28. Online article. "Graveyard Shift Classes." *Yorktown Patriot*.
- 2009, December 9. Online article. "Night School is Back!" *Yorktown Patriot*. 2 p.

**Folder 68: Cision Media Report Binder Cover Insert Pages [2010]**

- c. 2010. Document. "Burning the Midnight Oil." Includes 3 binder inserts related to the midnight classes. 3 p.

**Folder 69: Radio & TV Coverage Binder Insert Pages [2009-2010]**

- c. 2009-2010. Document. "Burning the Midnight Oil: Radio & TV Coverage of the Midnight Classes/Radio Spots." Includes 2 binder inserts. 2 p.

**Folder 70: TV/Broadcast [2009-2010]**

- 2009-2010. Document. "TV/Broadcast Coverage of Midnight Classes." Includes the televised broadcasts related to BHCC's midnight classes. There is a combination of pages summarizing the broadcasts and then recordings on DVDs. 12 p., 12 DVDs.

**Folder 71: Radio/Broadcast [2009]**

- 2009. Document. "Radio/Broadcast Coverage of Midnight Classes." Includes the radio broadcasts related to BHCC's midnight classes. There is a combination of pages summarizing the broadcasts and then recordings on CDs. 5 p., 4 CDs.

**Folder 72: Radio Spots [2009-2010]**

- 2009-2010. Document. "Radio Spots Coverage of Midnight Classes." Includes the radio segments related to BHCC's midnight classes. There is a combination of pages summarizing the broadcasts and then recordings on CDs. 4 p., 3 CDs.

**Folder 73: Cision Media Report – 1 of 4 [2010]**

- 2009, July 16 – 2010, May 27. Report. "Media Report Items: Burning the Midnight Oil." Bunker Hill Community College. Compiled by Cision. This is the first portion.

**Folder 74: Cision Media Report – 2 of 4 [2010]**

- 2009, July 16 – 2010, May 27. Report. "Media Report Items: Burning the Midnight Oil." Bunker Hill Community College. Compiled by Cision. This is the second portion.

**Folder 75: Cision Media Report – 3 of 4 [2010]**

- 2009, July 16 – 2010, May 27. Report. “Media Report Items: Burning the Midnight Oil.” Bunker Hill Community College. Compiled by Cision. This is the third portion.

**Folder 76: Cision Media Report – 4 of 4 [2010]**

- 2009, July 16 – 2010, May 27. Report. “Media Report Items: Burning the Midnight Oil.” Bunker Hill Community College. Compiled by Cision. This is the fourth and final portion.

**Folder 77: Various Press Releases & News Clippings [2007-2008]**

- 2007, December 21. Press release. “BHCC Wins Grant from MetLife Foundation.” This press release was on hold until January 7, 2008.
- 2008, February 1. Press release. “Bunker Hill Community College Offers Free Tax Assistance.”
- 2008, February 11. Press release. “Horace Small to Address BHCC for Black History Month.” 2 copies.
- 2008, May 7. Press release. “Boston Schools Superintendent to Address Bunker Hill Community College Commencement.”
- 2008, May 31. Press release. “Bunker Hill Community College Celebrates 34th Commencement.”
- 2008, June 9. Press release. “Business Owners Invited to Discuss New Center for Entrepreneurship at Bunker Hill Community College.” Includes an email thread related to the press release. 2 p.
- 2008, June 12. “Bunker Hill Community College Breaks Ground for New Building.” *Boston Business Journal*. Includes copies of the story from other newspapers. 4 p.
- 2008, September 29. Press release. “Gay Officer Ousted by Army will Speak at Bunker Hill Community College.”

**Folder 78: BHCC News Releases [2010-2011] (1)**

- 2010. Press release. “Bunker Hill Community College to Open Evening Childcare to Help Student Parents.”
- 2010. Press release. “Bunker Hill Community College to Host Massachusetts State Firefighting Academy Higher Education Summit.”
- 2010, February 23. Press release. “BHCC Launches New Academic Seminar for Veterans.”
- 2010, March. Press release. “Bunker Hill Community College Makes Finals for Global Tech Award.” Includes related emails. 3 p.

- 2010, March 9. Online article. "WBUR: Haitian Poet Feels the 'Afterworld' In His Native Land." *WBUR*. Toness, Bianca Vazquez (*WBUR*) and Joachim, Jean-Dany.
- 2010, March 15. Press release. "Author Tim O'Brien to Speak at Bunker Hill Community College."
- 2010, March 15. Press release. "Bunker Hill Community College Students Reach Gates Foundation Contest Finals."
- 2010, March 15. Press release. "Bunker Hill Community College Offers Evening Childcare." 2 copies.
- 2010, March 16. Press release. "Bunker Hill Community College Student Wins \$2,000 Scholarship."
- 2010, March 16. Press release. "Bunker Hill Community College Makes Finals for Global Tech Award."
- 2010, March 16. Press release. "Bunker Hill Community College Professor Urges Help for Haiti."
- 2010, March 18. Press release. "Bunker Hill Community College to Dedicate New Health & Wellness Center."
- 2010, April 1. Press release. "Bunker Hill Community College Earns Seat on Global Education Council."
- 2010, April 1. Press release. "Bunker Hill Community College Student Represents Massachusetts a National Convention." 2 copies.
- 2010, April 1. Press release. "Bunker Hill Community College Research Director Wins Presidential Scholarship." 2 copies.
- 2010, April 8. Press release. "BHCC Student Takes Winning Video to Washington D.C." 2 copies.
- 2010, April 9. Press release. "BHCC Head of International Center Earns Spot on Two Global Boards." 2 copies.
- 2010, April 22. Press release. "Statewide Conference at BHCC Focuses on: Sustainability, the Digital Campus, and Student Engagement." 2 copies.
- 2010, April 23. Press release. "Bunker Hill Community College Receives Award for Promoting Higher Education for Low-Income Youth in Chelsea." 2 copies.
- 2010, May 6. Press release. "Bunker Hill Community College Wins Green Building Grant." 2 copies.
- 2010, May 24. Press release. "Nontraditional BHCC Student in Compelling USA TODAY Video Series." 3 p. 2 copies.
- 2010, May 25. Press release. "BHCC Nursing Professor Honored in Boston Globe's Salute to Nurses." 2 copies.
- 2010, June 1. Press release. "BHCC To Celebrate 36<sup>th</sup> Commencement." 2 copies.



- 2010, June 4. Press release. "BHCC's Midnight Courses Media Campaign Receives "Grand Gold" International Award." 2 copies.
- 2010, June 8. Press release. "BHCC to Continue College Course Offerings at Malden High School." 2 copies.
- 2010, June 14. Press release. "BHCC to Continue College Course Offerings at Malden High School." 2 copies.
- 2010, July 13. Press release. "Grand Gold Award to BHCC for Midnight Courses Media Campaign in International Competition." 2 copies.
- 2010, August 2. Press release. "BHCC Receives Somerville Housing Authority Grant." 2 copies.
- 2010, August 11. Press release. "BHCC Again Named "Best Community College" by Boston Spanish weekly El Planeta." 2 copies.
- 2010, August 23. Press release. "Bunker Hill Community College Receives Major Grant to Help Low-Income Students." 2 copies.
- 2010, September 3. Press release. "New Senior Appointments at Bunker Hill Community College." 2 copies.
- 2010, September 10. Press release. "Bunker Hill Community College at Greenfest on Boston City Hall Plaza" 2 copies.
- 2010, September 14. Press release. "Bunker Hill Community College Fall Enrollment Breaks Another Record." 2 copies.
- 2010, September 15. Press release. "Entrepreneurship Center at Bunker Hill Community College Wins National Recognition." 2 copies.
- 2010, October 11. Press release. "15th Annual Construction Competition Opens October 18, 2010." 2 copies.
- 2010, October 13. Press release. "Bunker Hill Community College Alum Joins NBC "Saturday Night Live" Band."
- 2010, October 14. Press release. "Bunker Hill Community College Alum Joins NBC "Saturday Night Live" Band." 2 copies.

**Folder 79: BHCC News Releases [2010-2011] (2)**

- 2010, October 14. Press release. "Bunker Hill Community College Wins National Science Foundation Grant." 2 copies.
- 2010, October 26. Press release. "Board Chair of Bunker Hill Community College Recognized at National Trustees' Conference." 2 copies.
- 2010, November 9. Press release. "Board Member Gerardo Villacres Keynotes Somerville Chamber of Commerce Meeting." 2 copies.
- 2010, November 11. Press release. "Bunker Hill Community College Opens Veterans Center." 2 copies.

- 2010, November 12. Press release. "Bunker Hill Community College Basketball Season Opens in New Gym." 2 copies.
- 2010, November 19. Press release. "Bunker Hill Community College Men's Soccer Team Wins Regional Championship." 2 copies.
- 2010, November 22. Press release. "Actress Rosie Perez to Speak at Bunker Hill Community College." 2 copies.
- 2010, December 6. Press release. "Bunker Hill Community College Among Fastest Growing in U.S." 2 copies.
- 2010, December 7. Press release. "Bunker Hill Community College Students Create Production on Social Issues." 2 copies.
- 2010, December 13. Press release. "Bunker Hill Community College Partner A Finalist for Massachusetts Non-Profit Network Award." 2 copies.
- 2010, December 15. Press release. "Bunker Hill Community College Wins Major Endorsement for Biotechnology Courses." 2 copies.
- 2011, January 5. Press release. "Bunker Hill Community College To Host S. Pellegrino Almost Famous Chef New England Competition." 2 copies.
- 2011, January 13. Press release. "Bunker Hill Community College Culinary Professor Wins Award for Shakespeare Scholarship." 2 copies.
- 2011, January 31. Press release. "New Bunker Hill Community College Facility Earns LEED Gold Certification."
- 2011, February 8. Press release. "New York Times Writer Gail Collins to Speak at Bunker Hill Community College." 2 copies.
- 2011, February 23. Press release. "Dr. Allen Counter To Speak on Matthew Henson, Co-Discoverer of North Pole." 2 copies.
- 2011, February 25. Press release. "Bunker Hill Community College Dean McCorry Authors Fourth Textbook." 2 copies.
- 2011, March. Press release. "Bunker Hill Community College Program Offers Free Income Tax Help."
- 2011, March 4. Press release. "Bunker Hill Community College Fire Safety Program Awarded National Certification." 2 copies.
- 2011, March 4. Press release. "Bunker Hill Community College Student Named Top Massachusetts Scholar."
- 2011, March 9. Press release. "Bunker Hill Community College to Host Talk by Artist Ekuia Holmes on March 10."
- 2011, March 10. Press release. "Bunker Hill Community College Program Offers Free Income Tax Help."

- 2011, March 10. Press release. "Bunker Hill Community College Will Host Civil Rights Activist Rubin "Hurricane" Carter."
- 2011, March 23. Press release. "Bunker Hill Community College to Offer Fitness Courses to Community." 2 copies.
- 2011, March 30. Press release. "Sonia Nazario, Pulitzer Prize Winning Journalist, to Speak at Bunker Hill Community College." 2 copies.
- 2010, April 1. Press release. "Bunker Hill Community College Research Director Wins Presidential Scholarship."
- 2011, April 4. Press release. "Actor Louis Gossett Jr. To Speak at Bunker Hill Community College Commencement." 2 copies.
- 2011, April 11. Press release. "BHCC Art Professor Wins Teaching Grant."

#### 003.03.11 - Red Sox 2005 Yearbook Advertisement

- 2004, December 13. Letter. From: Mike Morris. To: Carolyn Assa. Includes information packet about MLB yearbook advertising. The front page has multiple sticky notes with related information. 4 pages.
- 2005, January 25. Email. From: Mary Fifield. To: Carolyn Assa. Re: Red Sox. Includes handwritten notes.
- 2005, January 27. Email. From: Mary Fifield. To: Carolyn Assa. Re: Red Sox Page. Includes handwritten, budget related notes.
- 2005, January 29(?). Email. From: Mary Fifield. To: Carolyn Assa. Includes handwritten notes.
- 2005, February 24. Drafts of advertisements. Includes handwritten notes – perhaps from Carolyn Assa and Mary Fifield – discussing the drafts. 4 pages.

#### RG003.04 – Comptroller / Business Office

##### 003.04.01 – Financial Aid

- 1998, August 13. Letter. From: Raymond O'Rourke, Director of Financial Aid. To: Financial Aid Applicant. Re: Grant Aid. 2 p.

#### RG003.05 – Facilities Management & Engineering Services

##### 003.05.01 – Power Plant Engineer

#### **Box 1**

**\*Rutherford Corridor Transportation Study is in an oversized box labeled RG 003.05.02**

##### 003.05.02 – Buildings and Grounds

#### **Folder 1: Access Improvements Workbook**

- 1986, August. Workbook. "Bunker Hill Community College Access Improvements Workbook: Help for Facility Managers in Preparing Capital Budget Requests." Includes worksheets. 27 p.

#### **Folder 2: Preservation Workbook**

- c. 1988. Workbook. "Preservation Workbook." Submitted to Tunney F. Lee, Deputy Commissioner of the Division of Capital Planning & Operations. Bunker Hill Community College. Includes worksheets and answer pages. 99 p.

#### **Folder 3: Physical Facilities Task Force Documentation**

- 1989, March 6. Document. "Task Force on Physical Facilities Physical Plant Operations."
- 1989, April 10. Agenda. Physical Facilities Task Force Meeting.
- 1989, May 19. Memo. From: V.P. Assar, Accreditation Steering Committee. To: J. Bowe, Chair, Task Force on Physical Facilities. Re: Report of Task Force. Includes report documents in the same folder:
  - 1989, April 24. Report. "Report of Task Force on Physical Facilities Bunker Hill Community College." Submitted by the task force, including Professor Jeffrey J. Bowe, Professor Arthur Buccheri, Barbara Masci, Dr. Charles Self, Richard Wahlgen, and Linda Weinstein. 15 p. 2 copies.
  - N.D. Document. "Attachments." Includes a list of the report's attachments and title pages for each attachment. 11 p.
  - N.D. Document. "A - 1: Overview & Physical Facilities." 12 p.
  - N.D. Document. "A - 2: Physical Plant Utilization." 15 p.
  - N.D. Document. "A - 3: Current Five-Year Plan." 5 p.
  - N.D. Document. "A - 4: Clean Air." Includes a letter and a memo. 3 p.
  - N.D. Document. "A - 5: Special Areas and Computing." 11 p.
  - N.D. Document. "A - 6: Library." 6 p.
  - N.D. Document. "A - 7: Cafeterias, Auditoriums, Lounges, Student Activities." 9 p.
  - N.D. Document. "A - 8: Laboratory Spaces." 7 p.
  - N.D. Document. "A - 9: Documents to be Provided in Team Work Room." 2 p.
- 1994, May 20. Letter. From: Milton Santiago, V.P. Administration and Finance. To: Joseph Casazza, Commissioner, Department of Public Works. Re: Pedestrian Overpass to Bunker Hill Mall.
- 1996, June 6. Letter. From: George K. Neunaber, Director of Engineering Services. To: Al Downey, State Building Inspector. Re: Space for Travel Agent Program Counter. Includes two diagrams. 3 p.

#### **Folder 4: Long Range Capital Facilities Development Plan and Capital Facility Budget**

- c. 1988. Report. "Bunker Hill Community College Long Range Capital Facilities Development plan and Capital Facility Budget – FY '88." Submitted to the Deputy Commissioner, Division of Capital Planning and Operations. Harold E. Shively, Bunker Hill Community College. 68 p.

**Folder 5: 1973 Map of BHCC**

- 1973, November 20. Map. "Bunker Hill Community College." Map of campus buildings and parking lots.

**Folder 6: Floor Plans**

- N.D. Map. Existing and proposed layout for the first floor of the D Building. 2 p.
- N.D. Map. "Bunker Hill Community College Floor Plan." 2 p. 2 copies.

**Folder 7: Rutherford Avenue Corridor Transportation Study, 1997-1998**

- 1997, July 28. Minutes. Boston Transportation Department Public Meeting. Includes a list of participants. 4 p.
- 1997, September 22. Letter. From: Ned Codd. To: Rutherford Avenue Corridor Transportation Study Participants. Re: July 28 Public Meeting Notes and Upcoming Workshop.
- 1997, September 29. Agenda. Boston Transportation Department Workshop #1 – Getting Started.
- 1997, September 29. Minutes. Boston Transportation Department Workshop #1 – Getting Started. 5 p.
- 1997, October 20. Flyer. "Rutherford Avenue Corridor Transportation Study Meeting Reminder."
- 1997, October 20. Agenda. Boston Transportation Department Workshop #2 – Problems and Opportunities; Data Update.
- 1997, October 20. Minutes. Boston Transportation Department Workshop #2 – Problems and Opportunities; Data Update. 7 p.
- 1997, October 22. Minutes. Land Use Issues Meeting. 6 p.
- 1997, November 14. Memo. From: Kathy Giordano. To: Vice President William Hart. Re: Rutherford Avenue Corridor Transportation Study (RACTS) Meeting.
- 1997, November 17. Flyer. "Rutherford Avenue Corridor Transportation Study Meeting Reminder."
- 1997, November 17. Agenda. Boston Transportation Department Workshop #3 – Design Alternatives.
- 1997, November 17. Minutes. Boston Transportation Department Workshop #3 – Design Alternatives. 20 p. 2 copies (10 p. per copy).

- 1997, November 17. Memo. From: Kathy Giordano. To: Vice President William Hart. Re: Rutherford Avenue Corridor Transportation Study Meeting December 16, 1997.
- 1998, January 12. Flyer. "Rutherford Avenue Working Group Meeting Reminder."
- 1998, January 12. Agenda. Boston Transportation Department Workshop #4 – Evaluation Criteria, and More. 2 copies.
- 1998, January 12. Minutes. Boston Transportation Department Workshop #4 – Evaluation Criteria, and More. Includes handouts. 10 p.
- 1998, January 13. Memo. From: Kathy Giordano. To: Vice President William Hart. Re: Rutherford Avenue Corridor Transportation Study Meeting January 12, 1998.
- 1998, March. Map. "Central Artery/Tunnel Project - Construction Status as of March 1, 1998."
- 1998, March 2. Agenda. Boston Transportation Department Workshop #5 – Costs and Funding.
- 1998, March 2. Minutes. Boston Transportation Department Workshop #5 – Costs and Funding. Includes handouts. 7 p.
- 1998, March 3. Memo. From: Kathy Giordano. To: Vice President William Hart. Re: Rutherford Avenue Corridor Transportation Study Meeting March 2, 1998.
- 1998, March 23. Agenda. Boston Transportation Department Workshop #6 – Sullivan Square Redesign Options.
- 1998, March 23. Flyer. Meeting Notice – Workshop #6. 2 copies.
- 1998, March 24. Memo. From: Kathy Giordano. To: Vice President William Hart. Re: Rutherford Avenue Corridor Transportation Study Meeting March 23, 1998. Includes handouts. 3 p.
- 1998, April 13. Minutes. Boston Transportation Department Workshop #7 – City Square, Gilmore/Austin, Rutherford South and North. 16 p.
- 1998, April 24. Memo. From: RACTS Consultant Team. To: Rutherford Avenue Corridor Transportation Study Working Groups. Re: Rutherford Ave. Corridor Transportation Study – Special Traffic Issues. 4 p.
- 1998, May 18. Minutes. Boston Transportation Department Public Presentation. 4 p.
- 1998, July 23. Newspaper Article. "City rejects traffic report." *Somerville Journal*.
- 1999, July 2. Document. "Central Artery Project Advisory at BHCC."

#### **Bound Items**

- 2007, December. Report. "Master Planning for State and Community Colleges Bunker Hill Community College" Prepared by Chan Krieger Sieniewicz, Inc. Submitted to Division of Capital Asset Management and Board of Higher Education. 135 p.

**Box 2, Oversized Box: Rutherford Avenue Corridor Transportation Study and BHCC Maps (RG003.05.02)**

**Folder 1: BHCC Maps**

- 2001-2002. Floor plan. BHCC Library Relocation floor map. Copy of library floor plan from 1976 with handwritten notations.
- 2001, June 25. Floor plan. "BHCC Library Proposed Layout." 1976 library floor map with handwritten notes and printout of map attached.
- 2009. Floor plan. "New Technology/Health/Physical Fitness Center: BHCC—Boston, MA." 2 copies.

**Folder 2: Rutherford Avenue Corridor Transportation Study**

- 1997. Booklet. Central Artery/Tunnel Project - "The Future: Now Under Construction"
- 1997, November 17. Map. Rutherford Avenue Corridor Transportation Study – 1997 Peak Volumes
- 1997, November 17. Map. Rutherford Avenue Corridor Transportation Study – AM Pedestrian Movements
- 1997, November 17. Map. Rutherford Avenue Corridor Transportation Study – 2010 AM Peak Volumes
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Curvilinear/Buffer Approach (2 copies)
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Analysis: Curvilinear/Buffer Approach
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Bypass Approach (2 copies)
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Analysis: Bypass Approach
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Plan 1A
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Analysis 1A
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Analysis 1B
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study - Sullivan Square Alternative Plan 2A
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Analysis 2A

- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Plan 3A
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Analysis 3A
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Plan 3B
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Analysis 3B
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Plan 3C
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Analysis 3C
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Plan 4A
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Analysis 4A
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Plan 4B
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Sullivan Square Alternative Analysis 4B
- N.D. Map. Boston Transportation Department - Rutherford Avenue Corridor Transportation Study – Alternatives Development and Evaluation Process
- N.D. Map. Central Artery/Tunnel Project - Construction Contracts

003.05.03 – Maintenance

**Folder 1**

- 1997, April 9. Memo. From: Janet Sortor. To: AA Colleagues. Re: Furniture Requests. Includes a table of renovation projects. 2 p.
- 1999, November 4. Memo. From: Jesse M. Thompson. To: The College Community. RE: College Closing – November 26, 1999.
- c. 2007. Presentation. “Asbestos Abatement B-Building, Level 1 Project.” 10 pages. 2 copies.

**Bound Items**



- 1999, October. Report. "Bunker Hill Community College Space Utilization Study: Final Report." Submitted to Bunker Hill Community College. Prepared by Earl R. Flansburgh + Associates, Inc. Commonwealth of Massachusetts, Division of Capital Asset Management, Office of Programming.

RG003.06 – Fiscal Affairs and Central Services

**Box 1**

**Folder 1: BHCC Fiscal Budget Request 1973**

- 1971, September 15. Proposal. This is the budget request that was submitted to the Massachusetts government prior to the opening of the college in September 1973. 19 p.

**Folder 2: BHCC Fiscal Budget Request 1974**

- 1972, September 6. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1974 fiscal year. 36 p.

**Folder 3: BHCC Fiscal Budget Request 1975**

- 1973, October 15. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1975 fiscal year. 57 p.

**Folder 4: BHCC Fiscal Budget Request 1976**

- 1974, September 10. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1976 fiscal year. 55 p. 2 copies.

**Folder 5: BHCC Fiscal Budget Request 1977**

- 1975, November 3. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1977 fiscal year. 67 p.
- c. 1977. Document. "Student Association Student Activities Office Bunker Hill Community College." 13 p.

**Folder 6: BHCC Fiscal Budget Request 1978**

- 1976, September 17. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1978 fiscal year. 71 p.

**Folder 7: BHCC Fiscal Budget Request 1979**

- 1977, October 7. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1979 fiscal year. 88 p. 2 copies.

**Folder 8: BHCC Fiscal Budget Request 1980**

- 1978, October 6. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1980 fiscal year. 101 p.

**Folder 9: BHCC Fiscal Budget Request 1981**

- 1979, September 18. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1981 fiscal year. 91 p.

**Folder 10: BHCC Fiscal Budget Request 1982**

- 1980, September 5. Proposal. This is a budget request from BHCC to the Massachusetts government for the 1982 fiscal year. 63 p. 2 copies.

**Folder 11: BHCC Budget Request 1984**

- 1982, August 10. Proposal. "Fiscal 1984 Budget Request to the Board of Regents of Higher Education." Shively, Harold E. Submitted to the Board of Regents of Higher Education. 99 p.
- 1982, November 1. Memo. From: Alan M. Saval. To: Deans Bonah, Chisholm, Craft and Truesdale, Ms. Beyer, Messrs. Buckley, Murphy and O'Shea, John Hawkins, Prof. Smutek, President BHCCPA. Re: FY84 Budget Request. 2 copies.
- 1982, November 2. Memo. From: Alan M. Saval. To: Deans Bonah, Chisholm, Craft and Truesdale, Ms. Beyer, Messrs. Buckley, Murphy and O'Shea, John Hawkins, Prof. Smutek, President BHCCPA. Re: FY84 Budget Request – Replaces memo dated November 1.

**Folder 12: BHCC Budget Request 1985**

- 1983, September 23. Proposal. "Fiscal 1985 Budget Request to the Board of Regents of Higher Education." Shively, Harold E. Submitted to the Board of Regents of Higher Education. 115 p.

**Folder 13: BHCC Budget Request 1986**

- 1984, August 10. Proposal. "Fiscal 1986 Budget Request to the Massachusetts Board of Regents of Higher Education. Shively, Harold E. Submitted to the Board of Regents of Higher Education. 177 p. 2 copies (one is in a folder, the other is outside of it).
- 1984, October 19. Proposal. "Fiscal 1986 Budget Request (Board of Regents Recommendation)." Shively, Harold E. Submitted to the Board of Regents of Higher Education. 82 p.

**Folder 14: BHCC Fiscal Budget Request 1987**

- 1985, August 2. Proposal. "Bunker Hill Community College FY 1987 Budget Request: Grants for Program Improvement/Access and Quality." 38 p.
- 1985, August 16. Proposal. "Bunker Hill Community College FY 1987 Budget Request Summary." 3 p. 4 copies.
- 1985, August 16. Proposal. "Fiscal 1987 Budget Request to the Massachusetts Board of Regents of Higher Education: Maintenance Budget (01-16) and New Requests for Plant,

Management/Administration and Information Systems (7518-0100).” Shively, Harold E. Submitted to the Board of Regents of Higher Education. 82 p. 2 copies.

- 1985, August 16. Proposal. “Fiscal 1987 Budget Request to the Massachusetts Board of Regents of Higher Education: Disadvantaged Students Program (7518-9604).” Shively, Harold E. Submitted to the Board of Regents of Higher Education. 14 p. 2 copies.
- 1985, August 16. Proposal. “Fiscal 1987 Budget Request to the Massachusetts Board of Regents of Higher Education: Matching Student Aid Program (7518-9704).” 3 p. 2 copies.

**Folder 15: BHCC Fiscal Budget Request 1988**

- 1986, June 30. Proposal. “Fiscal 1988 Budget New Funding Requests to the Massachusetts Board of Regents of Higher Education.” Shively, Harold E. Submitted to the Board of Regents of Higher Education. 117 p.

**Folder 16: BHCC Spending Plan FY 1989**

- 1989, January 27. Proposal. “Bunker Hill Community College Second FY89 Spending Plan.” 43 p. 2 copies.

**Box 2**

**Folder 1: 1989 Tuition Retention Spending Plan**

- 1988, September 30. Proposal. “Bunker Hill Community College Tuition Retention Spending Plan.” Bunker Hill Community College. Submitted to the Massachusetts Board of Regents of Higher Education. 10 p. 2 copies.
- 1989, February 28. Proposal. “Bunker Hill Community College Tuition Retention Spending Plan.” Bunker Hill Community College. Submitted to the Massachusetts Board of Regents of Higher Education. 7 p. 2 copies.

**Folder 2: FY89 Spending Plan; FY90 Maintenance Estimate**

- 1988, August 26. Proposal. “Bunker Hill Community College FY89 Spending Plan FY90 Maintenance Estimate.” Robertson, Piedad F. Submitted to the Commonwealth of Massachusetts. 63 p. 2 copies.

**Folder 3: FY90 Spending Plan**

- c. 1990. Proposal. “Bunker Hill Community College FY90 Spending Plan.” Robertson, Piedad F. Submitted to the Commonwealth of Massachusetts. 100 p. 2 copies.

**Folder 4: Financial Plan 1993**

- 1992, September 30. Proposal. "Bunker Hill Community College Fiscal Year 1993 Financial Plan; Fiscal Year 1994 Program Estimate." Stikes, Charles E. Submitted to the Commonwealth of Massachusetts. 42 p. 2 copies.

**Folder 5: Budget Request 1993**

- 1991, October 28. Proposal. "Bunker Hill Community College Budget Request Fiscal 1993." Assar, Kathleen E. Submitted to the Higher Education Coordinating Council. 18 p. 2 copies.

**Folder 6: FY94 Spending Plan; FY95 Maintenance Estimate**

- 1993, September 15. Proposal. "Bunker Hill Community College Fiscal Year 1994 Spending Plan; Fiscal Year 1995 Maintenance Estimate." Stikes, Charles E. Submitted to the Commonwealth of Massachusetts. 60 p. 2 copies.

**Folder 7: Budget Request 1997**

- 1996, July 1. Proposal. "FY97 Budget." Bunker Hill Community College. Submitted to the Board of Trustees. 23 p.
- 1997, August 26. Memo. From: Jim Ware. To: K. Cauble, M. McSweeney, P. Rivers, G. Shelton. Re: Plan to Improve Revenue Accounting. Include an additional memo and a handout. 7 p.

**Folder 8: Budget Request 1998**

- 1997, October 27. Proposal. "FY'98 Budget Request." Bunker Hill Community College. 33 p. 2 copies.

**Folder 9: Other Budget Documents**

- 2006, June 1. Document. "Commitment Agreement." Describes a financial agreement between the Massachusetts Health and Educational Facilities Authority and Bunker Hill Community College.
- c. 2008. Presentation. Includes FY2002-2008 State Appropriation, Revenue, and Budget Reports. 11 p.

**RG003.07 – Workforce Development**

- 1999, August 18. Memo. From: Jack Chan/ The Institute. To: Bill Hart, Vice President of Communications. RE: In-Touch Global Graduation Ceremony and Reception. Includes an informative page about In-Touch Global. 2 p.
- 1999, September 17. Press release. "Thirteen In-Touch Global Students Graduate from Bunker Hill Community College Program." 2 p.

- 2002, September 20. Handbook. "Workforce Development and Community Education Sponsors The 2002 WBOS Summer Concerts at Copley Square Park - 2002 Participating Sponsor Recap." 6 p.
- 2004, August 6. Newspaper clipping. "Two-year schools: focus on business aids bottom line." *Boston Business Journal*. Archambeault, Bill. 2 p.
- N.D. Pamphlet. "Workforce Development and International Business Center at Bunker Hill Community College: Training for the Real World." 2 copies.
- N.D. Pamphlet. "Workforce Development and International Business Center at Bunker Hill Community College: Training for the Real World." 2 copies.
- N.D. Pamphlet. "Workforce Development Center." 2 copies.
- N.D. Pamphlet. "Workforce Development Center: Training for Real World Results."
- N.D. Postcard. "Skilled Workers Aren't Born...They're Trained." 2 copies.

#### RG003.08 – Grants Management

- 1986, July 15. Memo. From: Paul Buckley. To: President Shively. Re: Voc. Ed. Statement of Assurance. Includes a related memo, two copies of the Statement of Assurances for 1985 (with different final pages), and a receipt from Microsoft. 10 p.
- 1998, February. Newsletter. "Grants and Contracts/Grant\$ and Contract\$ issue Three: Advisory and Update." Includes FY 98 Grant listings and other opportunities. 11 p.
- 2002, February 13. Memo. From: Elaine Wilson. To: Current Bunker Hill Community College Project Directors. Re: Brainstorming for Concept Papers.
- 2002, March 5. Agenda. BHCC Grant Project Directors' Luncheon.

#### RG003.09 – Human Resources & Labor Relations

- 1973, March 16. Document. "Faculty Employment Information." 2 p.
- 1973, July. Document. "Information for New Full-Time Employees." 4 p.
- 1973, July. Document. "Instructions for Completing Employment Forms." 3 p.
- 1973, July 18. Memo. From: Alan M. Saval. To: All Faculty and Staff. Re: Additional Requirements for Employment Records.
- 1994, May 12. Memo. From: May C. Provo. To: All BHCC Employees. RE: Four-Day Work Week/Extended Day Program.
- 2002, September 24. Memo. From: Molly B. Ambrose. To: Diane Smith. Re: Extension of the MCCC Collective Bargaining Agreement.
- 2005, January 12. Document. "Bunker Hill Community College Hiring Guidelines for Administrators." Includes request to hire form, recruitment summary form, and interviewed applicant form. 6 p.
- 2005, Fall. Brochure. "Employee Development Programs." 1 folded page. 2 copies.

- 2005, Fall. Brochure. “Creative ideas for improving business practices at BHCC.” 1 folded page.
- N.D. Document. “Business Analyst/Programmer.” Includes job descriptions for this position in four different departments (Academic Records, Enrollment Management & Life Map, Student Financial Services, and Enrollment Services). 4 p.

#### RG003.10 – IT Contractual Services

#### RG003.11 – Public Safety

- N.D. Document. Emergency Procedures guide. 1 page.
- N.D. Brochure. “Frequently Asked Questions: Office of Public Safety and Campus Police.” 2 copies.
- N.D. Brochure. Campus Safety pamphlet.
- N.D. c. post-2016. Booklet. “BHCC Police Department” 16 p. 2 copies.

#### RG003.12 – Task Force Reports

#### RG003.13 – Office of Sustainability Management

- N.D. Brochure. “BHCC Urban Organic Garden.” Office of Sustainability Management and BHCC Sustainability Club. 10 p.

#### RG003.14 -- Organization Charts

- 1982, Fall. Document. BHCC Desk and extensions for Divisions. 4 p.
- 1986, Spring. Document. “Desk Locations” (Item shows prior organizational structure of BHCC.) 7 p.

#### RG003.15 - BHCC Financial Statements

- 2007. Report. “Bunker Hill Community College Financial Statements June 30, 2007 and 2006 (With Independent Auditors’ Report Theron).” 39 p.
- 2008. Report. “Bunker Hill Community College Financial Statements June 30, 2008 and 2007 (With Independent Auditors’ Report Theron).” 39 p.

### **RG004 – Academic Affairs and Student Services**

(NOTE: this appeared before RG003 originally-fix in master file.)

#### RG004.01 – Academic Affairs

004.01.01 – Honors Program

#### **Folder 1: Honors Program Proposal 1997**

- 1997, September 11. Proposal. "Board of Higher Education Campus Performance Improvement Program." Fifield, Mary L. Submitted to the Board of Higher Education. 12 p.

#### 004.01.02 – The Commonwealth Honors Program

- N.D. Flyer. "Join the Commonwealth Honors Program at BHCC." 2 p. 2 copies.
- N.D. Brochure. "The Commonwealth Honors Program: Bunker Hill Community College." 5 p. 4 copies.
- N.D. Document. "Some Information on the Bunker Hill Community College Honors Program." 2 p. 2 copies.
- N.D. Document. "Creating Pathfinders for the Honors Program Research Projects SP02." 2 p. 2 copies.
- N.D. Brochure. "An Invitation to Excellence: The Commonwealth Honors Program." 2 p. 2 copies.

#### 004.01.03 – Reports

##### **Folder 1: The Undergraduate Experience (1989)**

- 1989, June. Report. "Final Report: The Undergraduate Experience." Massachusetts State Board of Regents of Higher Education. 60 p.

##### **Folder 2: General Education Report (1990)**

- 1990. Report. "General Education: A Focus for the 90's." General Education Task Force Sub-Committee (R. Michael McSweeney, Dr. Ann Marie Olson, Joan Namvar, Judith Tully, and Judith Oleks). 109 p.
- 1990, October 4. Letter. From: Malinda M. Smutek. To: BHCC Employees. Re: General Education: A Focus for the 90's. Includes a contact sheet and questionnaire. 3 p.

#### RG004.02 Academic Affairs and Enrollment Services

##### 004.02.01 – Admissions

##### **Folder 1 – Suffolk University Joint Admissions and Articulation Agreement, May 1998 / BHCC Corporate Community Development Partnership**

- 1998, January. Press Release. "Bunker Hill Community College Partners with John Hancock Signature Services, Inc." 1 page. 1 copy.
- 1998, May. Suffolk University Joint Admissions and Articulation Agreement.

- 1998, April 14. Letter. To: Mary Fifield, James Ware, Paul Rivers. From: Bob Ross. Re: BHCC/Suffolk University Signing Ceremony.
- 1998, May 5. Memo. To: Mary Fifield, William Hart, Caryn Hirsch. From: Kathy Giordano. "Suffolk University Joint Admissions & Articulation Agreement." Media Advisory. Contains handwritten note.
- 1998, May 11. Press release, "Bunker Hill Community College and Suffolk University Sign Joint Admissions Program Agreement."
- 1998, May 23-29. "Bunker Hill, Suffolk Enter Agreement." Boston Homes.
- N.D. Joint Admissions Agreement Bunker Hill Community College and Suffolk University. Copy, unsigned.

## **Folder 2 – Miscellaneous Admissions Materials**

- 1974, November 20. Memo. From: Frank Truesdale. To: All Teaching Faculty. RE: Schedules During Semester Break.
- 1982, August, 25. Memo. From: Bob Ross. To: Bunker Hill community College Faculty and Staff. RE: Article on Refugees. Includes Leslie Rowe's "Vietnamese Refugees: New Students on campus" article published in the June 1982 NAFSA Newsletter. 5 p. (might be a better place for this somewhere else but not sure)
- 1996, July 11. Memo. From: Gretchen Rehak. To: All BHCC Faculty and Staff. RE: Non-Credit Course Policy.
- 1997, June 5. Memo. From: Anna Tsakarissianos. To: All Full-time Faculty Members, Office Administration. Re: Software for B109. 1 p.
- 2011, January 25. Loose paper. "BHCC Program Codes." 1 p.
- 2011, January 25. Brochure. "BHCC Application for Admission." Includes program codes page and application form. 4 p.
- 2011, July 28. Brochure. "BHCC Application for Admission." Includes program codes page, application form, and in-state tuition eligibility form. 6 p. 2 copies.
- 2013, July 3. Brochure. "BHCC Application for Admission." Includes program codes page, application form, and in-state tuition eligibility form. 6 p. 2 copies.
- 2013, November 1. Brochure. "BHCC Application for Admission." Includes program codes page and application form. 4 p.
- 2014, June 16. Brochure. "BHCC Application for Admission." Includes program codes page and application form. 4 p.
- 2014, June 16. Loose paper. "Bunker Hill Community College Programs of Study." Missing first page. 2 copies.
- 2015, September 29. Agenda. Summary from IMC/Admissions Summer/Fall Marketing Meeting.



- c. 2015. Document. "Summer/Fall 2015 Admissions Marketing Summary." Includes the types of ads and their costs. 12 p.
- N.D. Document. "Questions for Student Focus Group." Includes a list of admissions-related questions for newly enrolled students.
- N.D. Loose paper. Includes a list of program titles and codes.

#### 004.02.01.01 - Joint Admissions Tuition Advantage Program

- N.D. Document. "State College's, AS Programs Targeted For Joint Admissions But Not Accepted."
- c. 1997. Document. "Joint Admissions Tuition Advantage Program (Effective Fall 1997)." 1 p double-sided.
- N.D. Handout. Salem State College Program acceptance with other Colleges. 9 p. 2 copies.
- N.D. Handout. Worcester State College Program Acceptance with Other Colleges. 7 p.
- N.D. Handout. North Adams State College Program Acceptance with Other Colleges. 10 p.
- N.D. Handout. Bridgewater State College Program Acceptance with Other Colleges. 8 p.
- N.D. Handout. Westfield State College Program Acceptance with Other Colleges. 6 p.
- N.D. Handout. Framingham State College Program Acceptance with Other Colleges. 7 p.

#### 004.02.02 – Advising/Counseling and Assessment (and previous versions of office)

##### **Folder 1 – Committee to Strengthen Academic Advising**

- 1983, April 6. Memo. From: The Committee for the Improvement of Academic Advising. To: Colleague. Re: Recommendations from the Committee to Strengthen Academic Advising at Bunker Hill Community College. Includes the document "Recommendations to Strengthen Academic Advising at Bunker Hill Community College." 9 p.
- 1983, May 25. Report. "A Report to the Faculty: Professional Development Day Academic Advising." Chisholm, Patricia E. 9 p.
- 1984, January. Document. "Legal Issues for Advisors." 2 p. 2 copies.

##### **Folder 2 – Transfer Guidelines 1978**

- 1978, February 22. Memo. From: Kathy McKenna and Elodia Thomas. To: Colleagues. Re: Transfer Guidelines handouts. Includes a transfer guidelines flyer, a Massachusetts transfer compact flyer, and a flyer on financial aid and transferring. 5 p.

##### **Folder 3 – Transfer and Scholarship Guide**

- 2001, March 29. Memo. To: BHCC Faculty and Staff. From: Advising Task Force. Re: Update on Advising Plan. 2 p.
- N.D. Handbook. "Transfer handbook: financial aid and scholarship Opportunities." Compiled by Lina Y. Bell and Kathleen McKenna. 55 p. 2 copies.
- N.D. Document. "Attention Potential Graduates." Includes information on graduation. 2 copies.

#### **Folder 4 – College Transfer Guide (c. 1990)**

- 1987, February 18. Memo. From: Lina Y. Bell. To: Faculty Advisors. Re: Transfer Guide. Includes a copy of the Commonwealth Transfer Compact form and the transfer guide (guide is 27 p).
- c. 1990. Handbook. "College Transfer Guide: Career, Placement and Transfer Center." 32 p.

#### **Folder 5 – College Transfer Guide (c. 1992)**

- c. 1992. Handbook. "College Transfer and Scholarship Guide." Department of Student Support and Retention Services. 98 p.

#### **Folder 6 – Academic Advising/Counseling & Assessment (1)**

- N.D. Handout. Academic Advising Procedures. Includes Pearl G. Waterhouse memo to faculty advisors and advisor list. 6 p.
- 1973, August 1. Memo. From: Dean Frank Truesdale; Dean Pearl G. Waterhouse. To: All Members of the Faculty. RE: Faculty Advisors Plan.
- 1974, May. Booklet. "Policy for facilitating student mobility in Massachusetts Higher Education and Commonwealth Transfer Compact" 4 p.
- 1974, Fall. Booklet. "Directions for Pre-Registration Fall 1974-75." 21 p.
- 1978, Fall. Data. "Grade Distributions: Fall '78."
- 1979, April 1. Data. "IP Statistics for Fall, 1976 as of April 1, 1979."
- 1979, April 1. Data. "IP Statistics for Spring, 1977 as of April 1, 1979."
- 1979, April 1. Data. "IP Statistics for Fall, 1977 as of April 1, 1979."
- 1984, June 1. Letter. From: Linda Ostrander. To: All Members of Academic Appeals Board. RE: Guidelines for Review. Includes Guidelines for Academic Standings. 6 p.
- 1987, Fall. Report. "Stanford Diagnostic Reading Test."
- 1987, October. Report. "Student Athlete Report." Bell, Lina Y. Includes excerpts from an article. 12 p.
- 1989, January 22. Memo. From: Clare Niven-Blowers, Testing Assessment Specialist. To: William Sakamoto, Director, The Learning Center. Re: Computerized Placement Test Results Fall 88. Includes data. 14 p.

- 1990, February 2. Memo. From: Kathleen E. Assar. To: All BHCC Faculty and Staff. RE: We Have A New Commonwealth Transfer Compact! 5 p.
- 1992, September 15. Memo. From: Jimmie Roberts. To: All Faculty and Staff. Re: Transfer Data Report. Includes a copy of the report. 7 p.
- 1993, May 15. Memo. From: Jimmie Roberts. To: All Faculty and Staff. Re: Transfer Data Report. Includes a copy of the report. 8 p.
- 1994, March 1. Memo. From: Jimmie Roberts. To: All Faculty and Staff. Re: Transfer Data Report. Includes a copy of the report. 10 p. 2 copies.
- 1996, January 30. Memo. From: Jimmie Roberts, Transfer Counselor. To: Faculty, Professional Staff, Administrators. Re: Transfer and Scholarship Guide. Includes a copy of the guide. 135 p. Located next to the folder in the box.
- 1996, February 20. Memo. From: Jimmie Roberts. To: All Faculty and Staff. Re: Transfer Data Report. Includes a copy of the report. 9 p.

#### **Folder 7 – Academic Advising/Counseling & Assessment (2)**

- 1996, July 3. Document. “Bunker Hill Community College Institutional Goals AY 96-97/Academic Affairs Goals.” 3 p.
- 2000, December 29. Document. “Advising/Registration Student Info and Check List.” Includes blank forms. 6 p.
- 2001, April. Proposal. “Proposed Academic Advising Plan.” Advising Task Force. 28 p.
- 2014, Spring. Brochure. “The Spring 2014 Steps to Success Workshop Series.” Includes a schedule for the workshops. 24 p.
- 2015, October 14. Document. “CLEP Credit Policy.” Includes information about the exams that BHCC offers to earn credits. 2 p.
- 2017, October 24. Flyer. BHCC Transfer Fair. 2 copies
- 2018, March 27. Flyer. “BHCC Transfer Fair.” 2 copies.
- 2018, Fall. Handout. “Steps to Success Workshop Series Fall 2018.” 2 p (1 double-sided) 2 copies.
- N.D. Handbook. “A Complete Guide to Resume and Cover Letter Writing,” The Office of Career Services and Cooperative Education. 32 p.
- N.D. Handbook. “Placement handbook.” BHCC Placement Office. 25 p.
- N.D. Handbook. “How to Make Dynamite Grades.” 17 p. 3 copies.
- N.D. Document. Packet about advising and BHCC services. Includes blank advising forms and advising newsletters. 15 p.
- N.D. Brochure. “LifeMap in the Classroom: A guide for Faculty.” 2 copies.
- N.D. Document. “Welcome to LifeMap, your pathway to student success!” 3 p.

004.02.02.01 - Transfer Services [Created for the time being, might be its own independent section later]

- 1976, January 28. Memo. From: Pearl G. Waterhouse. To: Faculty and Staff. RE: BHCC Transfer performance/UMass Amherst academic policy changes. Includes UMass Office of Transfer Services Newsletter. 6 p.
- 2001, September. Booklet. "Transfer Articulation Agreement: Bentley College and Bunker Hill Community College." 9 p. 2 copies.
- 2001, September. Booklet. "Transfer Articulation Agreement: Suffolk University and Bunker Hill Community College." 25 p.
- 2003, January. Booklet. "Transfer Articulation Agreement: Salem State College and Bunker Hill Community College" 12 p.
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004.02.03 – Early Alert Program

004.02.04 – Library & Learning Commons

**Folder 1 – 2001 National Endowment for the Humanities Grant**

- 2001, February 12. Email. From: Angela Reddin. Re: FYI – NEH Preservation Assistance Grants. 1 page.
- 2001, March 30. Letter. From: Steve Dalton. To: Svetlana Ordian. Re: Survey Information. 3 pages.
- 2001, March 30. Letter. From: Steve Dalton. To: Svetlana Ordian. Includes "Northeast Document Conservation Center: Institutional Profile," "Goals of a Preservation Planning Survey For Museums, Libraries and Historical Collections," and "The Needs Assessment Survey." 11 pages.
- 2001, August 16. Memo. From: Linda Ballerini. To: Champa Nagage. Re: Award Notice from the National Endowment for the Humanities. Includes documents relating to the financial logistics of the award. 6 pages.
- 2001, August 20. Email. From: Steve Dalton. To: Svetlana Ordian. Re: NEH Grant!!! 1 page.
- 2001, August 20. Letter. From: Linda Ballerini. To: Steve Dalton. Re: Subcontract for BHCC Library Preservation & Conservation Grant (funded by the National Endowment for the Humanities). Includes contract form, terms and conditions, scope, and budget. 9 pages.
- 2001, September 25. From: Linda Ballerini. To: Steve Dalton. Includes copy of completed contract, terms and conditions, scope, budget, and blank consultant contractor form.
- 2001-2002(?). Report. "Final Narrative Report: Preservation Survey granted by NEH September 2001-March 2002." Library. By Ordian, Svetlana. 1 page.

- 2001(?). Report. "Bunker Hill Community College FY2002 Action Plan Recommendations." Library. 2 pages. 2 copies (different drafts, mostly subtle formatting differences).
- 2002. Report. Bunker Hill Library and Archives NEH Grant Application. 22 p. 2 copies.
- 2002, April 16. Letter. From: National Endowment for the Humanities. To: Svetlana U. Ordian. (Notice of received application).
- 2002, July 30. Letter. From: George F. Farr, Jr. To: Svetlana U. Ordian. RE: National Endowment for the Humanities application denied.
- N.D. Brochure. "BHCC Archives Policy Statement." Includes a budget for archival supplies. 4 pages.
- N.D. (c. 2001?). Loose paper. "Application Cover Sheet for All NEH Programs." 7 pages. 2 copies.
- N.D. (c. 2001-2002?). Loose paper. "Application Cover Sheet for NEH Grant Programs." Includes narrative component and application instructions. 7 pages.
- N.D. (c. 2001-2002?). Loose paper. Narrative component to NEH grant application(?). 3 pages.
- Library map.
- Library of Congress Classification.
- Campus Wide Memos. Re: policies, new hires.
- Faculty/ Staff directory.
- Academic info.
- Directions to BHCC.
- Student profile.

## **Folder 2 – Library and Learning Commons**

- 1973, August 1. Memo. From: Dean Frank Truesdale. To: All Faculty Members. RE: Library Acquisitions.
- 1973, September 17. Letter. From: Marilyn Gross. To: Bunker Hill Librarian. Re: Educational Reference Material. 1 page. 2 copies.
- 1973, October 16. Memo. From: Marilyn Gross. To: Bunker Hill Library – John Hawkins. Re: Educational Reference Material Additional Allotment FY1974. 1 page.
- 1974, January 16. Memo. From: Marilyn Gross. To: Bunker Hill Library. 1 page.
- 1974, July 29. Memo. From: President Shively. To: John Hawkins. Message about library funds. 1 page.
- 1974, August 7. Letter. From: Harold Shively. To: William G. Dwyer. Re: Allocation of library funds. 1 page.

- 1976, April 14. Letter. From: J.J. Hawkins. To: Dean Truesdale. Re: Library budget for fiscal '77. 2 pages.
- 1976, September 16. Letter. From: Marilyn Gross. To: Bunker Hill Library. Re: Education Reference Material. 1 page.
- 1980, September 26. Memo. From: Frank E. Truesdale. To: John Hawkins, Charles Shairs. Re: Administrative reorganization.
- 1981, April 27. Letter. From: John J. Hawkins. To: John R. Dimitry. Re: Funding for libraries. 2 pages.
- 1982, June 1. Letter. From: John Hawkins. To: President Shively. Re: ERM monies. Three copies (one with slight variations).
- 1984. "Educational Reference Materials." Has library budget information.
- 1985, February 8. Memo. From: Alan M. Saval. To: John Hawkins. Re: FY 85 educational reference materials appropriation. 1 page.
- 1985, November 29. Letter. From: John Hawkins. To: Dean Assar. Re: College expenditures for library materials. 1 page.
- 1987, December 8. Memo. From: Gus Fleischmann. To: John Hawkins. Re: Educational reference material. 1 page.
- 1988, September 1. Form. "Massachusetts conference of chief librarians of public higher education institutions." Has library budget information. Filled out by John Hawkins. 5 pages.
- c. 1989. Report. "Bunker Hill Community College Library Report to the President." Submitted to the BHCC President. Author: Weinstein, Linda. 4 p.
- 1989, March 7. Memo. From: Hawkins, John J.; To: Robertson, Piedad, Dr.; Re: Library Funding. 3 p.
- 1989, May 31. Letter. From: Masterson, Joseph L.; To: Robertson, Piedad F.; Re: BHCC joining NOBLE network discussions.
- c. 1989. Report. Philosophy of BHCC library and concerns. 8 p.
- 1993, February. Memo. From: Jean Resnick. To: Faculty Member. RE: Library Reserves. Includes Reserve Material form.
- 1994, August. Report. "The library: long range plans for automation." Linda K. Weinstein. 10 pages.
- C. 1995. Library Loose-leaf Reference Guide for College
- 1998, September 4. Memo. From: Diane Smith. To: Bill Hart. Re: Approval of the Library web site project. 1 page. [2 copies (will check if multiple copies exist)]
- c.1999? Pamphlet. "Discover the ps and Qs and ABCs of the library at Bunker hill Community college." 2 copies.
- 1999. Flyer. "BHCC Library 1999 workshops" 2 copies.

- 2002, June (last updated). Brochure. "Discover the Ps & Qs and ABCs of The Library at Bunker Hill Community College." 6 pages. 2 copies. Both copies include a BHCC library bookmark and "Special topic workshop request form."
- 2001, July 31. Report. "Bunker Hill Community College Library Space Planning Study Summary Report." Prepared by Burt Hill Kosar Rittelmann Associates. Submitted to BHCC. 10 p. Includes floor plans of the proposed layout, and diagrams for the proposed offices, circulation desk, shelving, and group study spaces. 2 copies.
- 2001, December 1. Report. "Report of a Preservation Survey: Library & Archives Bunker Hill Community College Charlestown, MA. Submitted to BHCC Administrative Body. O'Connell, Millie Preservation consultant &fk Foley, Lori Field Service Representative at Northeast Document Conservation Center (NEDCC), in Andover, MA. Funding supported from a Preservation Assistance Grant awarded to the College by the National Endowment for Humanities. 39 pages. 1 copy.
- ND. Draft. BHCC Library Proposed Layout; Floor Plan. 1 copy.
- N.D. Document. "Agreement Form for Massachusetts Libraries Participating in the Massachusetts Environmental Monitoring Program Administered By The Massachusetts Board of Library Commissioners." 2 p.
- 2003, January 30. Memo? From: Elaine Wilson. To: Jane E. Milley. RE: Approval to Bid on a Grant. 3 p.
- c.2003. Loose Papers. Archives grant request to Massachusetts Historical Records Advisory Board. 4 p.
- N.D. Document. "Northeast Document Conservation Center." 4 p.
- 2003, March 27. Letter. From: Bill Milhomme. To: Svetlana Ordian. RE: Documentary Heritage Grant [BHCC Archives Collection Preservation and Digital Access]. 2 p.
- c. 2003. Proposal. "BHCC Archives Collection Preservation and Digital Access." Svetlana Ordian. Submitted to MHRAB. 22 p.
- 2003, May 19. Letter. From: Bill Milhomme. To: Svetlana Ordian. Re: Grant support rejected.
- 2004. "FY05 Emphasis on Activity." (Document includes table that stipulates activity from July 2004-June 2005)
- 2005, April 19. Packet. "Bunker Hill Community College 30th Anniversary Photo Exhibition." (List of all photos included in the exhibition: includes what building photos will be displayed in, file name and format)
- 2005, September 27. Job Posting. "Library Assistant for Archives." 2 Copies. (Includes duties/description, skills, qualification, salary and hours)

- 2005, September 27. Job Posting. "Library Intern for Special Project." 2 Copies. (Includes duties/description, skills, qualification, salary and hours)
- 2005, October 26. Email. From: Diane Smith. To: Svetlana Ordian. Re: PT poison posting. (Email about job posting for part time Library Assistant)
- 2005, November 3. Memo. From: Svetlana Ordian. To: Diane Smith. Re: Action Plan Part Time Hires.
- 2005, November 16. Letter. From: Diane Smith, BHCC Library Director. To: Pastime Software. Re: Purchasing Pastime Software. (Includes Fax Cover Sheet, Price Sheet and Transaction Report)
- 2005, December 19. "Processing Archives Acquisitions Intern Student Project Outline and BHCC Digital Library Intern Student Project Outline."
- 2005, Fall. "BHCC Archives Intern Program for Simmons College Students." 2 Copies. (Two project descriptions)
- 2006, January 25. "Action Plan 1 Mid-Year Update." 2 p. (Action Plan Digital Collection)
- 2006, January 16. "FY06 Action Plan Mid-Year Status Report." 2 Copies. (Includes Proposal, Justification and Mid-Year Status)
- 2006, February 22. Email. From: Bethany E. Brown, Support Specialist. To: Ordian@noblenet.org. Re: Virtual Exhibit & Past Perfect-Online. 2 Copies.
- 2006, February 28. Email. From: Diane Smith. To: Svetlana Ordian. Re: EDX batch input notification (fwd). (Has handwritten notes on the back)
- 2006, March 9. Letter. From: Betsy S. Schollenberger, Support Specialist/Conversion Coordinator. To: Bunker Hill Community College Library. (Pastime Software: Museum Collection Management Software Tools & Products)
- 2006, March 14. "BHCC Library: WorldCat Collection Analysis Timeline."
- 2006, March 27. Email. From: Stephen Nedell. To: Svetlana Ordian. Re: Past Perfect webspace recommendation.
- 2006, Spring. Job Posting. "Special Collection Project Outline and Digital Library Project Outline." 2 Copies.
- 2006. Action Plan. "FY 2006 Action Plan: Library & Information Center."
- 2006. Action Plan. "FY 2006 Action Plan: Digital Special Collection Project."
- 2006, October 31. Agenda. "BHCC Library Disaster Preparedness Outline." 6 p.
- 2006. Report. "Report for Digital Library Special Collection Project, FY 2006." Nedell, Stephen C.
- c. 2007. Bookmark. "take the bhcc library survey."



- 2012, June 27. Letter. From: Pierre, Vivica Smith. To: Academic Affairs, Deans, Directors and Heads. RE: The Library is a Growing Organism – Collection Development. 3 p.
- ~2013. Photograph. Andrew McCarthy and library staff of ~2013 cropped to be placed in front of outdoor hedge in shape of the letters “BHCC.”
- 2014, April 9. “BHCC 40th Anniversary Celebration Library Display Materials.” (List of material displayed)
- 2018. Flyer. “Yary Livan: One Artist’s Journey – Reclaiming the Lost Tradition of Cambodian Ceramics.” 2 Copies. (Includes Artist’s Statement and Biography)
- 2018, December 11 and 13. Flyer. “Annual Student Staff Collaboration.”
- N.D. Booklet. “BHCC Resources on Islam and the Middle East.” A bibliography. 18 pages.
- N.D. Maps. Various maps of the BHCC Library. 5 pages.
- N.D. Map. Map of Library with labels. Includes LC classification outline and Periodical index information. 3 p. 2 copies.
- N.D. BHCC Library information sheet.
- N.D. “Automation of the Bunker Hill Community College Library: NOBLE Automated Book Catalog.” 4 pages. 2 copies.
- N.D. “Library funds: educational reference materials.” 1 page. 2 copies.
- N.D. “Library tour.” 7 pages.

### **Folder 3 – Library Renovation Plans 2001**

- c. 2001. Document. Two pages from the Space and Program Analysis section of the Space Utilization Study listing the Library. 2 p.
- 2001, April 5. Letter. From: Frank C. Adams [Burt Hill Kosar Rittelmann Associates] To: Linda Weinstein. RE: Bunker Hill Community College Library Proposed Consulting Services.
- 2001, April 17. Email. From: Frank Adams. To: Linda Weinstein. RE: Proposed library renovations Office area clarifications. 2 p.
- 2001, April 27. Email. From: Cynthia A Bioteau. To: Joseph E Steffano. RE: Library.
- 2001, May 2. Document. “Capacity Analysis in Faculty Office Area.” Includes proposed office area floor plan. 2 p. 2 copies.
- 2001, May 4. Fax Letter. From: Frank Adams. To: Linda Weinstein. RE: Library Space Study Updates. 2 p. Includes Office area floor plan.
- 2001, May 15. Fax Letter. From: Frank Adams. To: Lana Ordian. RE: BHCC Library Study. 2 p. Includes Office area floor plan.

- 2001, June 10. Report. Bunker Hill Community College Space Planning Study Summary Section. 2 p.
- 2001, June 10. Report. Space Planning Study Accommodation Comparisons for Library furniture.
- c. 2001. Floor Plan. BHCC Library Proposed Layout. 2 copies.
- c. 2001. Floor Plan. Proposed Construction for the Library floor plan. 2 copies.
- c. 2001. Floor Plan. Proposed Office space floor plans. 2 copies.

### **Binder – Library Institutional Effectiveness**

- 2003. Report. “BHCC Library institutional Effectiveness FY 2003.”

#### 004.02.05 – On-Line Instruction and Weekend College

- N.D. Article. BHCC Distance Education. MCCC Newsletter.
- 1999, April 9. Memo. To: Faculty & Staff. From: Shairs, Sakamoto. Re: TopClass Workshop.
- 1999, October 13. Memo. From: Bill Sakamoto. To: VP Ortiz. Re: Guidelines for Online Courses.” 2 copies.
- 1999, December. BHCC Distance Education Report. 2 copies.
- 2000, Spring. Brochure. BHCC Distance Education.
- 2001, May. BHCC Distance Education Agreement.
- 2001, October. BHCC Distance Education Agreement. 2 copies.

#### 004.02.06 – Intensive English Summer Bridge Program. Summer 2002.

#### 004.02.07 – Academic Affairs Retreat. 6-20-97.

- 1997, June 20. Minutes? “Academic Affairs Retreat.” 5 p.

#### 004.02.08 – Office of Development

- Action Plans 1999-2000. “Status report as of October 1, 1999.” 52 p.

#### 004.02.10 – Collaborative Academic Programs

- 004.02.10.01 – Collaboration between City of Cambridge & BHCC. 3/97
- Compact Between City of Cambridge and Bunker Hill Community College. 3 copies. 2 with various attached documents.
- 1995, February 9. Press Release. “City working on deal with Bunker Hill, Officials hope to establish community college branch in Cambridge.”
- 1994, October 5. Memo. From: Dr. Kathleen E. Assar, Provost. To: Anne Hyde, Chair, BHCC, Board of Trustees, Vice President Craft, Asst. Vice President Ross,

Asst. Dean Janet Sorter, Dean Ware, L. Greene, Director of Marketing. Re: Cambridge.

- N.D. Report. [Proposals, Fact Sheets, Brochures Relating to Cambridge Satellite Program.]
- N.D. Invitation to Collaborate. From: City of Cambridge, Department of Human Service Programs.
- 1994, May 13. Letter. From: Janet Sorter. To: Saphira Baker. Re: Proposal to collaborate.
- 1994, October 27. Memo. From: Dr. Kathleen E. Assar, Provost. To: Anne Hyde, Chair, BHCC, Board of Trustees, Vice President Craft, Dean Nelson, Asst. Vice President Ross, Asst. Dean Janet Sorter, Dean Ware, L. Greene, Director of Marketing. Re: Cambridge. Attached is letter from Saphira Baker, Director of Office of Workforce Development in the City of Cambridge to Ms. Assar and Ms. Sorter.

004.02.10.02 – The Fenway Middle College Program – See finding aid for more information.

- Contents from Binder 1
- Contents from Binder 2
- Contents from original folder
  - President Piedad F. Robertson's memo announcing BHCC hosting Fenway Middle College Program, Overview of Program,
  - BHCC Instructor Mary's Moran retiring due in part to noisy Program,
  - Review of Program after six years,
  - Agreement between BHCC & Program,
  - Chapter 636 grant application for Program,
  - Statement accompanying petition lamenting Program,
  - President Maurice F. O'Shea's efforts to resolve conflicts with Program,
  - Report on Program operation and goals at BHCC,
  - Long term program goals,
  - President Fifield dissolving BHCC & Program relationship
- Miscellaneous, Press Information, Articles about Fenway Middle College Program
  - 1996. Report: Teaching and Learning at Fenway Middle College High School. Larry Myatt and Linda Nathan.
  - 1996, December 18. Memo. From: Damien DeVasto, Director of Marketing. To: Vice President William Craft. Re: Sec. Richard Riley's Visit to BHCC.

- 1996, December 18. Agenda. Visit of US Department of Education Secretary Richard W. Riley.
- 1996, December 18. Memo. From: United States Department of Education. Re: National Satellite Town Meeting Features Boston School with U.S. Secretary of Education Richard W. Riley
- 1996, December 19. Press Release. "Satellite Town Meeting Filmed at Bunker Hill Community College – Fenway Middle College High School." 2 copies.
- 1996, December 13. Memo. From: Jim Cummins. To: Terri Ferinde Dunham. Re: New American High Schools. 2 copies.
- 1996, December 20. Memo. From: Damien DeVaston, Director of Marketing. To: Vice President Bill Craft. Re: U.S. Sec. Riley's Visit.
- 1996, December 19. Letter. From: Damien DeVasto & Kathy Giordano. To: Mr. Richard Perry. Re: Filming of Richard Riley's Visit.
- 1996, December 19. Letter. From: Damien DeVasto & Kathy Giordano. To: Ms. Jacquelyn Goddard. Re: Filming of US Department of Education's Town Meeting.
- 1996, December 19. Letter. From: Damien DeVasto & Kathy Giordano. To: Andrew Demers, Staff Assistant. Re: US Secretary of Education Richard Riley's visit to Bunker Hill.
- 1996, December 19. Letter. From: Damien DeVasto & Kathy Giordano. To: Nick Parkas, Coordinator. Re: U.S. Secretary of Education Richard Riley's visit to Bunker Hill.
- 1996, December 19. Letter. From: Damien DeVasto & Kathy Giordano. To: Robert Ross, Assistant Vice President. Re: Filming of "New American High Schools"
- 1996, December 19. Letter. From: Damien DeVasto & Kathy Giordano. To: Richard Wahlgren. Re: U.S. Secretary of Education Richard Riley's Visit to Bunker Hill.
- 1996, December 19. Letter. From: Damien DeVasto & Kathy Giordano. To: Zill Zimnoch Manager of the Marriott. Re: U.S. Secretary of Education Richard Riley's visit to Bunker Hill.
- 1997, January 22. Press Release. "Satellite Town Meeting Airs From Bunker Hill Community College- Fenway Middle College High School." 2 copies.
- Photograph. Bunker Hill Community College Interim President Maurice F. "Mon" O'Shea (left) greets U.S. Secretary of Education Richard W. Riley and Assistant Secretary for Vocational and Adult Education Patricia McNeil.
- Photograph. Fenway Middle College High School Students gather for the taping of a Satellite Town Meeting "New

American High Schools: Preparing Youth for College and Careers.”

- 1997, September 2. Memo. From: Susan Werbe. To: Faculty & Staff. Re: Annenberg Institute visit, Wednesday afternoon, September 17.
- 1997, September 3. Memo. From: President Fifield. To: Board of Trustees. Re: Fenway Middle College.
- 1997, November 17. Memo. From: Vito Perrone, Co-Chair Fenway Board. To: President Fifield. Re: Proposal to the Bunker Hill Community College Board.
- 1997/1998, Winter. Newsletter. “Boston Higher Education Partnership Reporter.”
- 1998, January 8. Memo. From: Mary L. Fifield, President. To: All Faculty, Staff and Students. Re: Fenway Middle College Proposal for Expansion of Modular Units.
- 1998, January 30. Memo. From: Bob Ross, Assistant Vice President of Academic Affairs. To: Bunker Hill Faculty, Staff, Students. Re: Fenway Middle College High School.
- 1998, February 24. Letter. From William D. Hart, Assistant Secretary of the Board of Trustees for BHCC. Re: Meeting to discuss vote on proposal by the Fenway Middle College High School.
- 1998, April 14. Newspaper Article. “A Tight Squeeze: Boston’s pilot school officials seek space for classrooms.” Boston Globe.
- N.D. Report. “Middle College High School Promises.”
- N.D. Mem. From: Natalie Oliveri. To: Paul Rivers. RE: Teaching Unit for Fenway Middle School. Includes “Critical Reading, Critical Thinking and Critical Writing.” Teaching Unit by Natalie Oliveri. 53 p.

004.02.10.03 – Collaboration between Inter American University of Puerto Rico and BHCC.

- Memo of Understanding, signed by C. Scully Stikes and Jose R. Gonzalez.
- 1996, February 25. Letter. From: Edna Muñoz. To: Ismael Suárez. Re: Exchange with Bunker Hill.
- 1996, September 9. Letter. From: Edna Muñoz. To: Thomas Wylie.
- 1996, July. Report. “Site Visit Report: Inter American University of Puerto Rico.” Academic Affairs. Wylie, Dr. Thomas. Attached is a memo the author used to distribute the report.

004.02.11 – Office of Career Services Graduate Follow-Up Surveys

- 1975, December 30. "Follow up Survey of June 1975 Graduates as of December 30, 1975." Prepared by Gregory W. Gallagher, Director of Placement.
- 1989, September. "Fourteenth Annual Graduate Follow-Up Survey of the 1988 Graduates." The Office of Career Services and Cooperative Education. 2 copies.
- N.D. "Fifteenth Annual Graduate Follow-Up Survey, 1989 Graduates." The Office of Career Services and Cooperative Education.
- N.D. "Sixteenth Annual Graduate Follow-Up Survey, 1990 Graduates." The Office of Career Services and Cooperative Education.
- N.D. "Seventeenth Annual Graduate Follow-Up Survey, 1991 Graduates." The Office of Career Services and Cooperative Education.
- N.D. "Nineteenth Annual Graduate Follow-Up Survey, 1993 Graduates." The Office of Career Services.
- 1996, Fall. "Twentieth Annual Graduate Follow-Up Survey, 1994 Graduates." The Office of Career Services.
- 1998, Summer. "Twenty-second Annual Graduate Follow-Up Survey, 1996 Graduates." Career Services Office.
- 2000, Summer. "Twenty-third Annual Graduate Follow-Up Survey, 1997 Graduates." Career and Placement Center.

#### 004.02.11.01 – Other Student Enrollment Surveys

- 1975, May 13. "Data: Student Withdrawals."
- c. 1975. "Confidential Student Questionnaire."
- Fall Semester 1975-1980. "Geographical Breakdown-Day Students."
- c. 1975. "Review of Responses to Selected Questions from the Ace Student Information Form."
- 1976, July 30. Memo. From: Gregory W. Gallagher. To: Dr. Pearl G. Waterhouse. Re: Survey of 1976 Graduates. Attached: Results of Questionnaire. 2 copies of results.
- 1977, Spring. "Community College Performance."
- 1978, January 18. Memo. From: President Harold E. Shively. To: Faculty and Staff. Re: [Transfer Student Report].
- 1975, Spring. "Faculty Advising Program Evaluation Report." Collated by Ameilia DeShields, Rocco Ascì.
- 1975, May. Pre- and Post- Student Expectations Study Report. Including:
  - Age Distribution According to Sex—Total Population of BHCC Students, Day Program
  - Student Enrollment, Spring Semester, 1975

- Comparison of Socio-Economic Characteristics
- Age Distribution for Veteran Students Enrolled
- Health Data
- Student Yearly Family Gross Income Distribution, Fall 1974
- Student Data
- Student Services Contributes to the Educational Development of Students
- 1999. Graduating Student Satisfaction/Needs Survey. See Also: RG015 Box 2

004.02.12 – AACC/ACT National Pilot Survey. See Also: RG015 Box 2

- N.D. Memo. To: Svi “Skip” Sesling. From: Tom Wylie. Re: Results of AACC/ACT national pilot survey.
- 1999, May. “AACC and ACT Community College Survey, National Pilot Administration.” Bunker Hill Community College Survey Analyses.
- 1999, May. Summary of Findings.
- 1999, July 22. “Bunker Hill Community College Gets High Marks in Two Surveys.” Press Release.

004.02.13 – Internships and Work Programs: Cooperative Education

- 1995? BHCC/ Stop & Shop Partnership and Internship Program. [Begins Spring Semester 1996].
- 1995. BHCC/Stop & Shop Internship Program.
- 1997. Partnership agreement.
- 1997, November 25. Partnership agreement, signed certificate.
- Flyer. Displayed at Stop & Shop locations.
- 1997, November 25. Media advisory from Stop & Shop. “Stop & Shop forms Partnership with Bunker Hill Community College.”
- 1997. November 26. Photograph. Mary Fifield shakes hands with Stop & Shop VP, Thomas Keller. Boston Herald.
- N.D. Press release. “Stop & Shop forms Partnership with Bunker Hill Community College.”
- N.D. List of students being interviewed by Stop & Shop.
- 1998, July. “Bill Grize speaks to Bunker Hill Community College Graduates.” By Leigh DuPay. The Expressline. Page 5.
- Office and Information Management Internship
- N.D. Brochure. Office and Information Management Internship Program. 2 copies.
- N.D. Brochure. “Bunker Hill Community College Wants You to Know About Its Office Administration Program.” 2 copies.

- N. D. Photo. Office Administration Internship Program Coordinator Professor Kathleen Cedrone-Vaccaro is shown at the far left. Program intern and Chelsea resident Michelle Shipp is shown standing second from left. 2 copies.
- Spring 1999. List. "Office Administration Internship Student's Home Addresses"
- Spring 2000. List. "Office and Administration Internship Student's Home Addresses."
- Spring 2001. List. "Office and Administration Internship Student's Home Addresses."
- Spring 2004. List. "Office and Information Management Internship Sites" (2 copies)
- N.D. Internship Agreement. 2 copies.
- 3 Photographs of interns at work
- 2003 Spring. List. "Office and Administration Internship Student's Home Addresses. With notes about photographs above.
- 2003. Permission for Release of Information. 8 copies.
- Spring 2003. List. "Office and Information Management Internship Sites.
- c. 2004. Handbook. "Internship Handbook for Associate in Arts and Associate in Science Degree Students." 10 p.
- 1997, May 12. Memo. From: Kathy Giordano, Marketing Department. To: President Mary Fifield, Assistant to President William Hart, Vice President William Craft, Mark Rotondo, Acting Director of Marketing, Kathleen Cedrone Vaccaro, Coordinator Office Administration Internship Program. Re: Office Administration Internship Program. Attached: 10 press releases.
- 1998, April 30. Memo. From: Kathy Giordano, Communications Officer. To: President Mary A. Fifield, Vice President William Hart, Caryn Hirsch, Director of Publications & Graphic Design, Kathleen Cedrone Vaccaro, Coordinator-Office Administration Internship Program. Re: Office Administration Internship Program. Attached: 9 press releases.
- 1998, April 30. Press Release. "Bunker Hill Community College Student from Malden Serves Internship. With Photo. Malden resident Patricia Ann Micale is shown with BHCC Office Administration Program Coordinator Professor Kathleen Cedrone Vaccaro.
- 1998, April 30. Press Release. Bunker Hill Community College Student from Melrose Serves Internship. With Photo. Melrose resident Hong Ang Nguyen is shown with BHCC Office Administration Internship Program Coordinator Professor Kathleen Cedrone Vaccaro.
- N.D. Brochure. Office and Information Management Department. 2 copies.
- Photo. [Interns and Faculty].



### **Folder 1 – Data and Communications**

- 1997, July 17. Memo. “Steps to Enrollment” and Post Card to Students. To: College Offices. From: Doug Clifford. 3 copies of pamphlets. 1 postcard.
- c. 2014-2015. Data. “Enrollment Committee – New Student Applicants – Applied, Accepted, Did Not Enroll, Transferred – Fall 2012, Fall 2013, and Fall 2014.” Includes handwritten notes from the meeting.
- 2015, September 25. Data. “Data for Total Open House Attendees for June, July, and August 2015.” Enrollment Management. 2 p.
- 2015, Fall. Data. “Fall 2015 Domestic Application and Communication Plan.” Enrollment Management and Admissions. Includes admissions and transfer data. 7 p.

### **Folder 2 – Meeting Materials 1**

- 2014, November 4. Agenda. Enrollment Meeting. Includes ‘Enrollment planning process outline’ and ‘BHCC enrollment projection worksheet.’ 8 p.
- 2014, November 19. Agenda. Enrollment - big four issues subcommittee. 1 p.
- 2014, December 2. Agenda. Executive Staff Enrollment Meeting. Includes ‘BHCC enrollment planning,’ ‘Enrollment planning process outline,’ and ‘Strategic enrollment management plan.’ 11 p. 2 copies (the second has more attachments, making it 14 p).
- 2015, December 22. Agenda. Enrollment Management Strategy Meeting. Includes data tables. 7 p.
- 2015, January. Document. “Preliminary Model: Accepted-to-Enroll Conversion Factors for Fall New Admission Status Applicants.” 4 pages.
- 2015, January 6. Agenda. Enrollment Action Team: Accept to Enroll. Includes admissions data. 2 p.
- 2015, January 13. Agenda. Enrollment management strategy meeting. Includes narrative, email, slideshows, and previous meeting agenda. 31 p.
- 2015, January 23. Agenda. Enrollment Action Team: Accept to Enroll. 1 p.
- 2015, March 3. Agenda. Enrollment Management Team. 1 p.
- 2015, April 7. Agenda. Enrollment Management Strategy Meeting. Includes ‘Bunker Hill Community College Enrollment Management Planning Cohort Tracking & Credits by Fall,’ ‘Enrollment experience focus groups,’ ‘Strategic enrollment management plan,’ ‘Community colleges Fall admissions data,’ agendas, and a slideshow. 16 p.
- 2015, May 19. Agenda. Enrollment Management Strategy Meeting.” Includes enrollment updates, promotional materials, other agendas, strategic enrollment plan, and “BHCC Summer 2015 Marketing Campaign. 38 p.
- 2015, June 2. Agenda. Enrollment management strategy meeting. Includes data tables/graphs, ‘Enrollment update,’ ‘Strategic enrollment plan,’ and a narrative. 13 p.

### **Folder 3 – Meeting Materials 2**

- 2015, July 7. Agenda. Enrollment strategy meeting. Includes 'Enrollment update,' narrative, 'Summer/Fall 2015 advertising campaigns for admissions & enrollment,' and 'Enrollment process timeline.' 17 p.
- 2015, August 4. Agenda. Enrollment management and admissions. Includes 'Enrollment update,' 'Fall enrollment by credits attempted,' 'Enrollment and marketing strategy meeting,' a flow chart, 'Advising/orientation activities,' and 'Summer/Fall 2015 advertising campaigns for admissions & enrollment.' 14 p.
- 2015, October 20. Agenda. Enrollment Meeting. Includes data tables, marketing information/data, and "Fall 2015 Domestic Application and Communication Plan." 21 p. 2 copies (the second copy does not have the plan, making it 3 p).
- 2015, December 22. Agenda. Enrollment Management Strategy Meeting. Includes 2 copies of the agenda, enrollment data, and an article. 7 p.
- 2016, March 5. Agenda. Enrollment management meeting. Includes data tables, 'Monthly website and social media analytics report: January – March 2016,' 'Upcoming advertising,' 'Website analytics,' 'Social media analytics,' and a recruitment narrative. 13 p.
- 2016, June 7. Agenda. Enrollment management meeting. Includes a printout of BHCC's mission and vision statement, 'Integrated marketing communications paid media,' 'Integrated marketing & summary report: February – May 2016,' a slideshow, and data tables. 17 p.
- 2016, August 2. Agenda. Enrollment management meeting. Includes '15FA enrollment change,' 'BHCC Summer & Fall search engine marketing overview,' and information graphics. 23 p.

#### 004.02.15 Directories and Personnel Lists

- 1974, February. Campus Telephone Directory.
- ND. College Personnel Directory.
- 1974-1975. Faculty and Staff.
- 1974-1975. Academic Departments.
- Information on things you want to know at the Bunker Hill Community College (department list and locations).
- 1987, Spring. Desk Locations.
- 1991, Fall. Desk Locations.
- 1995, November. Bunker Hill Community College Telephone Directory.
- 2008, August 22. Bunker Hill Community College Telephone Directory.
- N.D. Bunker Hill Community College Personnel Directory. 1 copy. (Includes Academic Affairs, Art, Humanities & Communications, Business & Public Service, Health Care Professions, Math, Science & Technology)

- N.D. "Bunker Hill Community College Multi-Lingual Directory." (NOT FOUND)
- N.D. "Bunker Hill Community College's Multi-Lingual Directory."
- N.D. "Academic Affairs." Directory of Academic Affairs department.
- N.D. Map. "Faculty Desk Locations Building D." Includes map and names of faculty for second floor (upper and lower deck) and third floor. 3 p.
- N.D. Document. "Bunker Hill Community College Charlestown Campus Directory."

#### RG004.03 – Academic Support & College Pathway Programs

##### 004.03 Division of Developmental Learning & Academic Support 2001-2002 Work programs

004.03.01 – Adult Education & Transition Program (Chelsea Campus)

004.03.02 – Center for Self-Directed Learning

004.03.03 – DECA Program

004.03.04 – Perkins Tech Prep

004.03.05 – Student Success Program

- 2001. Folder. "The Success Program." Includes:
  - 2001. Form. "LAANE: Year 2001/Regional Workshops Regional Presenter Registration Form." 2 p.
  - 2001, January 24. Flyer. "Prior Learning Assessment Program." Includes information on the program in relation to the Nursing department. 2 copies.
  - 2001, January 24. Flyer. "Prior Learning Assessment Program." Includes information on the program in relation to the Fire Science department. 2 copies.
  - 2001, February 27. Flyer. "Prior Learning Assessment Program: Notice for Allied Health Students."
  - 2001, Winter. Newsletter. "Toward a Theory of Developmental Education: Part 1." LAANE Newsletter. Weisberger, Ron. Includes a registration form. 10 p.
  - 2001, April 27. PowerPoint Presentation. "Learning Assistance Association of New England: Supporting Diversity in Learning." Anel Bellevue, Fredny LaPorte, Sabrina Lowe, Lori Pennel, and Diane Smith. 7 p.
  - 2001, April 27. PowerPoint Presentation. "Learning Assistance Association of New England: Regional Workshop at Bunker Hill Community College." Includes an overview of the presentation and activities and a copy of the slides. 2 p.

- 2001, April 27. Document. "Learning Assistance Association of New England Regional Workshop Library Presentation at Bunker Hill Community College." Includes information on the activities and blank worksheets. 4 p. 2 copies.
- 2001, Summer. Pamphlet. "Project Start: A first step to higher education." Center for Self-Directed Learning. 3 copies.
- 2001, Summer. Handbook. "Course Schedule: Day + Evening." Includes descriptions of each course offered. 20 p.
- 2001, October 26. Flyer. "Learning Assistance Association of New England Call for Proposals." Includes a proposal form. 2 p.
- N.D. Business card. Includes the contact information for Faeizeh M. Amini of the Center for Self-Directed Learning.
- N.D. Pamphlet. "The Success Program: A successful community of learners."
- N.D. Pamphlet. "Suffolk County Office of Community Corrections." Suffolk County Sheriff's Department. 2 copies.
- N.D. Pamphlet. "Prior Learning Assessment Program." Prior Learning Assessment Program office. 2 copies.
- N.D. Pamphlet. "The Library at Bunker Hill Community College." BHCC Library. Includes hours, workshop information, and a bookmark. 2 copies.
- N.D. Pamphlet. "Center for Self Directed Learning." Center for Self-Directed Learning.
- N.D. Agenda. Supporting Diversity in Learning.
- N.D. Form. "The One-Minute Feedback Paper." Includes a workshop consultation form on the back. 2 p. 2 copies.
- N.D. Document. "Portfolio Preparation Packet." Includes a Prior Learning Assessment Program application form and a request for assessment form. 7 p. 2 copies.
- 2011. Document. "Bunker Hill Community College: FY12 Action Plan." Bovill-Hawkins, Margaret. Outlines goals for the Success Program in the 2011-2012 fiscal year. 4 p.
- N.D. Handbook. "Prior Learning Assessment Policies & Procedures Handbook." Includes assessment request forms and an application for departmental evaluation. 18 p.

#### 004.03.06 – Tutoring & Academic Support Center

- 1997, March 21. Proposal. "Coordination of Tutoring Activities at BHCC." Jean Bernard. 14 p.

- c. 1998, April 21. Program. "Celebrate! The Opening of the Multi-Assistance Center."
- "Student Tutor Review Guide of Basic Skills." 6 p.
- 2004, September 15. Newspaper clipping. "Cambridge Health Alliance tutoring program helps residents achieve academic success." Everett Independent.
- 2015, June 24. Agenda. Academic Support Services Team.
- 2015, August 02. Email. From: Michael D Harris. To: Nuri G. Chandler-Smith, Rafael A. Cabanas, Louis Gregoire, Kenneth C. Steinman, Faeizeh Amini, William Pendergast, Evans Erius, Allison Cohn, Carmen Magana, Stacey Curran Conway, Margaret Bovill-Hawkins, Andrea F. Schwartz, Lori A. Catalozzi, Patricia H. Colella, Grace M. Mah, Maria Kathleen N. Puente, Austin A. Mirasolo, Todd Hannig, Joshua Heerter, Clea T. Andreadis, Sharon Caulfield, Vivica D. Pierre. Re: Academic Support Services Team Data Capture Question. Includes email thread of 5 emails. 5 p.
- N.D. Handbook [Binder]. "Literacy and Learning: A resource handbook for reading tutors." [Reading Tutor Manual]. 94 p.

004.03.07 – Division of Developmental Learning & Academic Support

**Folder 1 – Developmental Committee 1983**

**Folder 2 – Division of Developmental Learning and Academic Support (2001-2002)**

**Folder 3 – Developmental Math**

- c. 2010-2011. Data. Enrollment and success data for Developmental Math courses from Fall 2009 to Spring 2010. 2 copies.
- c. 2010-2011. Data. "Bunker Hill Community College MAT-091-10C Analysis: Comparison to MAT-091 & MAT-092: Fall 2008, Fall 2009, & Spring 2010." Office of Institutional Effectiveness.
- c. 2011. Data. "Bunker Hill Community College Math Department IP Conversion Analysis: Fall 2005 – Fall 2010." Office of Institutional Effectiveness. 3 p.
- c. 2011. Data. "Bunker Hill Community College Math Department IP Conversion Analysis: Fall 2005 – Fall 2010: Developmental Math Sequence Change." Office of Institutional Effectiveness. Includes tables and charts. 2 p.
- c. 2011. Data. "Bunker Hill Community College Longitudinal Enrollments in Math Sequence by Cohort." Office of Institutional Effectiveness. Includes two data sets for Fall 2005 and Fall 2008. 2 p.

- c. 2011. Data. "Bunker Hill Community College Course Success and Retention Rates: Comparing MAT-091, MAT-092 & MAT-517: Fall 2010 & Spring 2011." Office of Institutional Effectiveness.
- 2011, April 27. Data. "MAT-091-10C Persistence Tree: Developmental to Gateway Math Successful Course Completion & Persistence (Grade  $\geq$  C)." Office of Institutional Effectiveness.
- 2011, June 16. "Spring 2011 Pilot Test of ALEKS My Math Lab in Developmental Math: Pilot Instructors Only." Includes some handwritten notes about the data. 2 p.
- c. 2012-2013. Data. "Bunker Hill Community College Developmental Math Grade Distribution & Analysis by Location." Includes a document that compares the Spring 2011, Fall 2011, and Spring 2012 data, an information sheet on the Fall 2012 cohort, and a chart on the success rate of the Spring 2013 cohort.
- c. 2013. Data. "Bunker Hill Community College Student Success (Grade  $\geq$  C) in College Gateway Math in Spring 2013: Fall 2012 DEV Students vs. Spring 2013 No Prior DEV Students." Office of Institutional Effectiveness.
- c. 2013. Data. "Bunker Hill Community College Developmental Math Grade Distribution & Success (Grade  $\geq$  C) by Location: All Sections Summer 2013." Office of Institutional Effectiveness. 3 p.
- c. 2013. Data. "Bunker Hill Community College Developmental Math Success (Grade  $\geq$  C) by Meeting: Pedagogy-Controlled Study Spring 2013." Includes two other documents that analyze the Spring 2013 data by location. Office of Institutional Effectiveness. 4 p.
- c. 2013. Document. "Examining our FA2012-SP2013 Success Rates."
- 2013. Data. "Bunker Hill Community College DREAM 2013 Workshop Proposal: Supporting Evidence of Success." Office of Institutional Effectiveness. 2 p.
- 2013, July 1. Agenda. Developmental Math Data Review Meeting. Includes copies of data sheets. 19 p.
- 2013, August. Document. "Instructor Procedures for Students Acceleration Testing."
- 2013, August 28. Agenda. Classroom Experiences that Foster a Growth Mindset.
- 2013, Fall. Document. "Developmental Math Student Reflection Prompts." 3 p.
- c. 2015-2016. Presentation. "New Pre-Statistics Course: BHCC Developmental Mathematics." Combs, Michael; Kang, Sunny; Nkansah, Francis; Sanchez, Jennifer. 8 p.
- N.D. Document. "Contextualized Math & Acceleration: Key factors in revising developmental math at Bunker Hill Community College." 3 p.

#### 004.03.10 – Self-Directed Learning Center

- 1973, December 4. Memo. From: Jo-Ann Pilczak. To: Dean William Craft. RE: November Monthly Report for Learning Center. 3 p.
- 1973, December 6. Memo. From: Learning Center. To: All Faculty. RE: Attached Guide for Students Using the Learning Center. Includes “For Students Using the Learning Center.” 8 p.
- 1973, December 27. Memo. From: Jo-Ann Pilczak. To: Dean William Craft. RE: Learning Center Monthly Report for December, 1973. 4 p.
- 1974, January 31. Memo. From: Jo-Ann Pilczak. To: Dean William Craft. RE: Learning Center Monthly Report for January, 1974. 3 p.
- 1974, March 4. Memo. From: Jo-Ann Pilczak. To: Dean William Craft. RE: Learning Center Monthly Report for February, 1974. 3 p.
- 1974, March 11. Memo. From: Jo-Ann Pilczak. To: Dean William Craft. RE: Six Month Synopsis of Learning Center Activities from Sept. 24, 1973 to March 1, 1974. 6 p.
- 1974, May 1. Memo. From: Jo-Ann Pilczak. To: Dean William Craft. RE: Learning Center Monthly Report: for April, 1974. 3 p.
- 1974, June 3. Memo. From: Jo-Ann Pilczak. To: Dean William Craft. RE: Learning Center Monthly Report for May, 1974.
- N.D. Memo. From: Joan McGowan. To: Larry Gold. Re: Registering IP Students.
- N.D. Handout. “For Students Using the Learning Center.” 6 p.

#### 004.03.11 – STEP Program, Successful Transition to Employment Program.

- 1997, Fall. Press release.
- News articles:
  - 1997, December 31. Sun Transcript.
  - 1998, January 1. Everett Leader Herald News Gazette.
  - 1998, January 6. Patriot Ledger.
- N.D. Program flyer.
- 1998, Summer. Press release.

#### 004.03.12 – Jumpstart

- 1999, August. Press release. “Two Brookline Residents Earn Certificates At Special Computer Technology Program.”
- 1999, August. Press release. “Five Cambridge Residents Earn Certificates At Special Computer Technology Program.”
- 1999, August. Press release. “Two Charlestown Residents Earn Certificates At Special Computer Technology Program.”

- 1999, August. Press release. "15 Dorchester Residents Earn Certificates At Special Computer Technology Program."
- 1999, August. Press release. "East Boston Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Hull Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Hyde Park Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Two Jamaica Plain Residents Earn Certificates At Special Computer Technology Program."
- 1999, August. Press release. "Lincoln Residents Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Lynn Residents Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Malden Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Four Mattapan Residents Earn Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Medfield Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Two Medford Residents Earn Certificates At Special Computer Technology Program."
- 1999, August. Press release. "Three Quincy Residents Earn Certificates At Special Computer Technology Program."
- 1999, August. Press release. "Randolph Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Three Roslindale Residents Earn Certificates At Special Computer Technology Program."
- 1999, August. Press release. "Two Somerville Residents Earn Certificates At Special Computer Technology Program."
- 1999, August. Press release. "South Boston Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "West Roxbury Resident Earns Certificate At Special Computer Technology Program."
- 1999, August. Press release. "Two Westwood Residents Earn Certificates At Special Computer Technology Program."



- ND. Program. Agenda for Jumpstart Showcase: a Bell Atlantic EdLink Partnership Grant Program.
- 1999, July 22. Name List. "Students Receiving Certificates from the Bell Atlantic EdLinks funded Technology Jumpstart Program.
- 1999, July 27. Name List. "Students Receiving Certificates from the Bell Atlantic EdLinks funded Technology Jumpstart Program."

#### 004.03.13—Health Careers Opportunity Program

- 2001, Summer. Flyer. "Health Careers Opportunity Program.
- 2001. Summer Breakthrough Schedule.
- 2000, Summer. Newsletter. Health Careers Opportunity Program.
- Student Reviews of the Program:
  - Yared Abebe
  - Michael G. Deribe
  - Susanne D'Or
  - Stephonica Vaval
  - Tashiani A. Brito
  - Nevsia Goncalves
  - Tuyen M. Nguyen
  - Yubellis Reyes
  - Debbie Anglin
  - Bach Huang Vong
  - Mildrine Tulyse
  - Andres Felipe Berrio
  - Augustin Stanley Serge
  - Ideline Delva
  - Delisa Vieira
  - Masitewal Asefa
  - Katelyn Anne Sullivan
  - FengJuan Zhong

#### 004.03.13 - The Writing Place

- 1988(?). Newspaper clipping. "A room with a view." The Third Rail (?). Hope, Valerie.

#### 004.03.14 - Teaching, Learning and Instructional Technology Center (TLiTC)

- N.D. Handout. "About TLiTC." 4 p (2 pages double-sided).

#### 004.03.15 - Career Services/Planning

- 2007, Fall. Data. "Bunker Hill Community College TAA-CCCT Initial Cohort Demographics." Office of Institutional Effectiveness.
- N.D. Document. "Data Request Trade Adjustment Assistance – Community College Career Training Program." 2 p.
- N.D. Document. "Bunker Hill Community College TAACCCT Fast-Track Career Framework." Includes a list of related certificate and degree programs and an overview of the goals of TAACCCT. 4 p.
- N.D. Handbook. "Organizing Your Job Search Campaign Placement Handbook." Created by Bunker Hill Community College Career Planning and Placement. 41 p.

#### RG004.04 – Chelsea Campus & Satellite Operations

##### 004.04.01 – Chelsea Campus Reports

- 1998, February. Report. "Educational Needs Survey for the New Chelsea Campus." Prepared by Chelsea Academic Planning Committee. 2 copies.
- 1998, March. Report. "Educational Needs Survey for the New Chelsea Campus: Addendum to the Final Report."
- 1989, March 31. Report. "Educational Needs Analysis of the Greater Chelsea Area." Submitted to the Board of Regents of Higher Education. Aybar, Dr. Jose M.
- 2004, February 17. Report. "Chelsea Campus Research." Submitted to Mary Fifield, President. Dibble, Emily.
- 2004, August 26. Memo. From: Jane E. Milley. To: Mary L. Fifield. Re: Chelsea Campus Recommendations (Academic Year 2004-2005). 2 pages.
- 2005, Spring. Brochure. "Chelsea Campus Course Schedule."
- 2005, Summer. Flyer. "Things are Happening at Our Chelsea Campus." 2 copies.

##### 004.04.02 – Academic & Student Support Services (added folder)

- 2005, February 17. Newspaper clipping. "Dr. Hines will be the featured speaker at BHCC Black History Month celebration." Chelsea Record. 2 copies.
- 2005, March 3. Newspaper clipping. "Bunker Hill Community College Celebrates Black History Month; Photos by Rich Baillie." Chelsea Record. 2 copies.
- 2006, September 21. Newspaper clipping. "September declared College Acceptance Month in Chelsea; TERI honored for its efforts." Chelsea Record. 1 copy.
- 2006, September 28. Newspaper clipping. "BHCC and CPL: Neighbors and partners." Chelsea Record. 1 copy.

- 2006, September 27. Newspaper clipping. "BHCCY CPL celebrant la union que beneficia a lost estudiantes y a la comunidad." La Semana. 1 copy.
- c. 2011. Brochure. "Guide to student support services, 2011-2012." 26 p. 1 copy.

#### 004.04.03 – Technology Center at Villa Victoria

- 2004, November 16. Invitation. "Bunker Hill Community College Pathway Technology Campus Information Session." 2 copies.

#### 004.04.04—Revere and Other Satellites

- 1996, September 26. Memo. From: Milton Thomas [Director of Cambridge Satellite Campus]. To: William Hart [Bill Hart]. RE: Cambridge 150<sup>th</sup> event notification.
- 1998, February 12. Letter. From: Milton L. Thomas. To: James Ware. RE: Cambridge Mail. 6 p.
- 2003, August 13, 19, 26. Invitation. "Open House Information/Registration Session."
- 2004, January. Flyer. "Chinatown Residents: attend college in your neighborhood." (Open house information/registration session at the Chinatown Satellite).
- 2004, August. Flyer. "Revere residents: attend college in your neighborhood!" (open house information/registration session) 2 p.
- 2005, Spring. Brochure. "Satellite Campus Course Offerings."
- 2005, Fall. Brochure. "Satellite Campus Course Schedule."
- 2005, August. Invitation. "Open House Information/Registration Session." 2 copies.

### RG004.05 – Creative Arts Department

#### 004.05.01 – Community Engagement

- N.D. Pamphlet. "Community Engagement." Office of Community Engagement.

#### 004.05.02 – English as a Second Language Department

#### 004.05.03 – English Department

- N.D. (c. 1999?). Report. "S'Wonderful when departments work together." English and Communication Design departments. 1 p.
- 2012, September 24. Magazine article. "I hear America singing." The Nation. Sloane, Wick.
- 2013, May 2. Handout. "From grammar to writing." Sandy Elbaum. 2 p.
- 2017. Flyer. National Poetry Month event schedule. 2 copies.

- 2018. Flyer. National Poetry Month event schedule. 2 copies.

004.05.04 – Foreign Language Department

004.05.05 – General Concentration AA Degree

004.05.06 – Communications Department

- 1997, June 25. Recommendations for the Communications Department. Wylie, Thomas.
- N.D. Document. “Let’s Get Ready for Social Media.” Includes the goals of Bunker Hill Community College’s communications department and advice for social media posts and engagement. Includes a social media posting calendar as well. 3 p.
- N.D. Memo. From: Communication Department. To: All Faculty Members. Re: A declaration of W.A.R. (Writing Assistance Room). 2 p.

004.05.07 - Music department

- 1976, August 18. Syllabus. “Music appreciation syllabus competency-performance based for project renewal (FIPSE grant).” Boron, Marion. 84 p.

RG004.06 – Mathematical, Behavioral, and Social Sciences

004.06.01 – Behavioral Science Department

004.06.02 History and Social Science Department

- 1993, February 25. Letter. Philip F. Kukura.
- 1980, Spring. Syllabus. History of Western Civilization. Philip K. Kukura.
- N.D. Notes. Academic Program Administration. Philip K. Kukura.
- C. 1976. Final Exam. State and Local Government. Richard Klayman.
- 1996, February 13. Memo. From: Tom Wylie. To: Professors: S. Cassara, B. Steeper, H. Hutchinson, P. Kukura, J. Bowe, T. McLaughlin, J. Bentley, and Dean Paul Rivers. RE: Attached DRAFT Certificate in International Studies. Includes Certificate draft and copy of previous International Studies Certificate from an August 1988 In
- 1996, February 13. Memo. From: Tom Wylie. To: Professors: S. Cassara, B. Steeper, H. Hutchinson, P. Kukura, J. Bowe, T. McLaughlin, J. Bentley, and Dean Paul Rivers. RE: Revised DRAFT Proposal for a Certificate in International Studies. Includes proposal for certificate. 3 p.
- 1996, February 27. Memo. From: Tom Wylie. To: Academic Deans: Paul Rivers, Gwen Spencer-Shelton, Mike McSweeney, Kate Cauble. RE: DRAFT Proposal for a Certificate in International Studies. Includes the proposal for the certificate. 3 p.

- 1997, April 8. Memo. From: Shirley Cassara. To: President Fifield. RE: International Studies Certificate Proposal. Includes previous certificate proposals from 1996 and 1988. 5 p. 2 copies.
- 1997, April 23. Memo. From: Paul Rivers. To: Jim Ware. Re: International Studies Certificate Proposal. 2 p.

#### 004.06.03 – Mathematics Department

- N.D. Report. Individual Instruction and the Math Department/Learning Center opportunities. 33 p.
- 1974. “Explanation and Use of the series of Mini-Courses.” 1 page, includes retyped copy for legibility.
- 1974, May 15. Memo. From: Nancy Myers. To: Math Department. Re: Proposal Related to College Math Course. 2 pages.
- 1974. Proposal. “Request for space for Fall Mathematics courses.” 2 pages.
- 1974, August 14. From: Herb Gross, Chairman. To: All members of the Mathematics Department. Re: Upcoming Events.
- c.1974. Document. Foundations I Fall ‘74 Course Description draft. Created by Ted Carlson.
- c.1974 or 75, Spring. Syllabus. Foundations of Math I. Ted Carlson. 2 p. 2 copies.
- 1975, August 26. Agenda. Lists agendas for meetings on August 26-29.
- 1975, September 16. From: Joan. To: The Math Department. Re: Math Department Meeting. Attached to faculty evaluation packet.
- C. 1975, September. Course outline and study guides. Foundations of Algebra. BHCC Dept. of Mathematics.
- 1975, October 22. From: Joan. To: The Mathematics Department. Re: Department Meeting. Includes “Evaluation Procedure for the Mathematics Department—1975.
- 1975, December 9. Agenda (handwritten). Lists agenda for department meetings on 12/9/75 and 12/16/75.
- 1976, January 13. Memo. From: Joan. To: The Math Faculty. Re: Meeting agenda.
- 1976 or 1977, March 23. Memo. From: Joan. To: Math Dept. Re: Meeting D208 11:00 March 28 Agenda. Handwritten.
- 1976 or 1977, March 30. Agenda. “Joint Meeting Office Education & Mathematics Departments.” Handwritten.
- 1976, April 23. Memo. From: The Math Department. To: All Advisors. Re: Math Advising.
- 1976, May 18. Memo. From: Joan. To: The Math Faculty. Re: End of school year.

- 1976, June 21. "Student Profile—Mathematics." 2 copies.
- 1976, August 30. Memo. From: Tom. To: Herb, Bob, Dorothy, Ted, & Joan. Re: Fire Science Students. Handwritten.
- 1976, September 23. "Mathematics Placement Guidelines."
- 1976. Proposed Mathematics Department Goals and Objectives for Academic Year 76/77.
- 1977, February 14. Course objectives. Foundations of Mathematics. BHCC Department of Mathematics. 2 pages.
- 1977, May 3. Mathematics Placement Guidelines.
- 1977, September 27. Memo. From: Ginny Martin. To: Members of the Math Department. Re: Extra Sessions—"Testing & Tutoring." Handwritten.
- 1977, December 13. Memo. From: Joan McGowan. To: Math Department. Re: Department meeting Friday. Handwritten.
- 1978, March 2. Memo. From: Joan McGowan. To: Math Department. Re: Department Meeting—March 6, 1978.
- 1978, November 7. Memo. From: Herb Gross. To: Members of the Modern Math Committee. Re: A Liberal Arts Mathematics Course having only 15101 as a Prerequisite. 5 pages.
- 1978, December 15. Memo. From: Dorothy Ryan. To: Dean Truesdale. Re: Supply Requisition: File Cabinets.
- 1978. "Statement of Objectives and goals for the Mathematics & Physics Department." 2 copies.
- 1979, March 9. Memo. From: Workload Committee. To: BHCCPA Executive Committee. Re: Recommendations for Instructional and Non-instructional Workloads for BHCC faculty. 2 pages.
- 1979, April 18. Memo. From: Ginny Campiola. To: Math Department. Re: Proposed New Grading Policy.
- 1979, November 6. Memo. From: Dorothy Ryan. To: Ross Overcash. Re: Retention Activities.
- 1980, January 28. Letter. From: Bruce W. Bell (Cape Cod Community College). To: Prof. Dorothy Ryan. Re: Faculty exchange.
- 1980. "Department of Mathematics and Physics: Goals for 1980-1981."
- 1992, November 2. Memo. From: Carl J. Nelson. To: J. Brenner; T. Carlson; C. Chisholm; H. Gross; A. Hamblett; I. Sancinito; A. Hernandez-Folch; S. MacKenzie; J. Manville; V. Rao; Y. Straughter. RE: In-Progress Grades – A Time for Review?

- c. 1993. Letter. From: Ted Carlson. To: Math Faculty. RE: IP [in progress] Contracts – MAT 000. Includes In-Progress Completion form, MAT-000 course explanation, and flyer for MAT-000. 4 p. 2 copies.
- 1999, September. Report. “Sabbatical Report for Spring Semester 1999.” Brenner, Joan H. 16 pages.
- 2013, Spring. Handbook. “Developmental Mathematics Instructor Handbook.” Created by Mathematics Department. 44 p.
- N.D. “Mathematics Flow Chart.” Includes course listings with prerequisites.
- “Mathematics Tutors’ Job Description.” 5 pages.
- Math Course Selection Guide. 4 pages.
- “Questions for Program Review and Evaluation.”
- Faculty Absences Policy.
- N.D. Faculty Absences Policy (faded copy).
- N.D. Tutor Workshop Activities.
- N.D. Memo. From: Your Math Instructor. To: All Math Students. Re: “In Progress (IP) Grade Policy.”
- N.D. Chart. Shows mathematics courses with prerequisites and recommended courses. 2 pages.
- N.D. “Planning Procedure for Mathematics Placement.” 2 pages.
- N.D. “End of the Semester Check List.”
- N.D. “The Bunker Hill Community College Mathematics Department.” Discusses BHCC math curriculum and requirements.
- N.D. List of responsibilities for course chairpersons for mathematics courses.
- N.D. Course evaluation form (blank).
- N.D. Faculty workload models. 2 pages.

#### 004.06.03.01—Mathematics Bulletins and Meeting Minutes

- 1974, September 23. Minutes for September 17, 1974.
- 1975, May 19. End of semester notes and agenda for meeting on May 22, 1975.
- 1975, August 26-29. Minutes.
- 1975, October 28. Minutes. Includes “Goals for the Mathematics Department for Fall 1975.”
- 1976, February 19. Memo. From: Joan. To: Math Dept. Re: Minutes from Meeting of 2/9/76. Handwritten.
- 1976, February 27. Mathematics Bulletin, Volume 1, Number 1.
- 1976, March 3. Mathematics Bulletin, Volume 1, Number 2.
- 1976, March 10. Mathematics Bulletin, Volume 1, Number 3.

- 1976, April 9. Mathematics Bulletin, Volume 1, Number 4.
- 1976, April 26. Mathematics Bulletin, Volume 1, Number 5. 2 copies.
- 1976, August 30. Mathematics Bulletin, Volume 2, Number 1.
- 1976, September 3. Mathematics Bulletin, Volume 2, Number 2. Includes minutes for September 1.
- 1976, September 10. Mathematics Bulletin, Volume 2, Number 3.
- 1976, September 27. Mathematics Bulletin, Volume 2, Number 4.
- 1976, October 13. Mathematics Bulletin, Volume 2, Number 6.
- 1976, November 15. Mathematics Bulletin, Volume 2, Number 7.
- 1977, January 17. Mathematics Bulletin, Volume 2, Number 8.
- 1977, September 23. Mathematics Bulletin, Volume 3, Number 1.
- 1977, October 14. Mathematics and Physics Bulletin, Volume 3, Number 2.
- 1977, December 9. Mathematics and Physics Bulletin, Volume 3, Number 7.
- 1978, February 14. Mathematics and Physics Bulletin, Volume 3, Number 11.
- 1978, March 30. Mathematics and Physics Bulletin, Volume 3, Number 14.
- 1978, September 5. Mathematics and Physics Bulletin, Volume 4, Number 1.
- 1978, September 22. Mathematics-Physics Bulletin, Volume 4, Number 2.
- 1978, September 28. Mathematics and Physics Bulletin, Volume 4, Number 3.
- 1978, October 5. Mathematics and Physics Bulletin, Volume 4, Number 3. Includes minutes for October 2, 1978.
- 1978, October 16. Mathematics and Physics Bulletin, Volume 4, Number 4. Includes minutes for October 16, 1978 and October 23, 1978.
- 1978, December 11. Mathematics and Physics Bulletin, Volume 4, Number 6. Includes minutes for December 4, 1978.
- 1979, January 19. Mathematics and Physics Bulletin, Volume 4, Number 7.
- 1979, January 24. Mathematics and Physics Bulletin, Volume 4, Number 8. Includes minutes for January 22, 1979.
- 1979, February 1. Mathematics and Physics Bulletin, Volume 4, Number 9.
- 1979, February 8. Mathematics and Physics Bulletin, Volume 4, Number 10. Includes minutes for February 5, 1979.
- 1979, February 20. Mathematics and Physics Bulletin, Volume 4, Number 11. Includes minutes for February 12, 1979.
- 1979, March 29. Mathematics and Physics Bulletin, Volume 4, Number 12. Includes minutes for March 5, 1979 and March 12, 1979.



- 1979, April 4. Mathematics and Physics Bulletin, Volume 4, Number 13. Includes minutes for April 2, 1979.
- 1979, April 13. Mathematics and Physics Bulletin, Volume 4, Number 14. Includes minutes for April 9, 1979.
- 1979, May 4. Mathematics and Physics Bulletin, Volume 4, Number 15. Includes minutes for April 23, 1979.
- 1979, September 17. Minutes.
- 1979, September 24. Minutes.
- 1979, October 15. Minutes.
- 1979, October 22. Minutes.
- 1979, November 5. Minutes.
- 1979, November 19. Minutes. 2 copies.
- 1979, December 3. Minutes.
- 1979, December 10. Minutes.
- 1979, December 17. Minutes.
- 1980, January 21. Minutes.
- 1980, February 4. Minutes.
- 1980, February 11. Minutes.
- 1980, February 25. Minutes.
- 1980, March 10. Minutes.

RG004.07 – Nurse Education, Medical Imaging and Respiration Therapy

004.07.01 – LPN Program

004.07.02 – Medical Imaging Program

- 1996, March 3. Handbook. “Student Clinical Handbook” Ultrasound, Cardiovascular Sonography, Diagnostic Medical Sonography.
- 1996, March 3. Workbook. Attendance Records and Exam Records of BHCC Cardiovascular Sonography and Diagnostic Medical Sonography Program.
- 1999, August 12. Press Release. “Bunker Hill Community College Students Now Accepted at Mass College of Pharmacy School of Health Sciences.”
- Flyer. “Exciting Opportunities in Medical Imaging are Available at BHCC.” Blue/green with photo of Rick Bertucci. 2 copies.
- Flyer. “Exciting Opportunities in Medical Imaging are Available at BHCC.” Red/pink with photo of Zeiza M. Lopes. 2 copies.
- “Health Care Professions: Medical Imaging Program.”

## 004.07.03 – Nurse Education Department

### Folder 1

- 1995, January. Syllabus. Nursing II. Fran Melia, Bill McCarthy, Dorothy Bradley, and Mana Ranjitkar. 27 p.
- 1995, Spring. Syllabus. Nursing IV. Mary T. Folan, Marjorie J. Langway, Mary Riordan, Ruth Westwater, and Patricia Cort. 26 p.
- 1995, Fall. Syllabus. Nursing 101. Mary Riordan, William McCarthy, Ruth Westwater, and Rhoda Sun. 25 p.
- 1995, Fall. Syllabus. Nursing III. Dorothy Bradley, Mary T. Folan, Frances Melia, and Mana Ranjitkar. 26 p.

### Folder 2

- 1996, October 14. Memo. From: Denise Medaglia. To: Susan Walling. RE: Procedures for the Medical Office Course Syllabus. Includes OED518 – Procedures for the Medical Office Syllabus. 4 p.
- 1997, January. Handbook. “Simulation Laboratory Manual For Nursing II.” Developed by Anne M. Zabriskie. 54 p.
- 1998, February. Newspaper Article. “Worcester State Tops ‘New Grad’ Campaign.” *Massachusetts Nurse*. (Bunker Hill percentage of nursing students joining MNA listed 9<sup>th</sup> out of 36 MA colleges.)
- c. 2016. Report. “Site Visit Report: Bunker Hill Community College.” Submitted to Bunker Hill Community College. Accreditation Commission for Education in Nursing. 43 p.
- 2016, August 5. Letter. From: Marsal P. Stoll, EdD, MSN, Chief Executive Officer. To: Mary Folan, MSN, RN, CAGS, CNE, Professor and Chairperson, Nursing. Re: Action Taken by the Accreditation Commission for Education in Nursing. 4 p.
- 2016, August 24. Form. “ACEN Annual Report.” Includes screenshots of an online form/survey with handwritten data, but some pages are blank. 13 p.
- 2016, Fall. Report. “Report to New England Association of Schools & Colleges, Inc. Commission on Institutions of Higher Education.” Submitted to NEASC. 4 p.
- 2016, September 6. Email. From: Massachusetts Board of Registration in Nursing. To: Administrator, Board-approved Nursing Education Program. Re: 2016 Annual Report to the Board of Registration in Nursing for Academic Year 2015-2016. Includes the filled-out report. 30 p.
- 2017, July 7. Letter. From: Gerry Magat, MS, Executive Director. To: Laurie Kelly McCorry, Ph.D., Dean of Nurse Education. Re: Failure to meet outcomes.

- 2017, August. Report. "Bunker Hill Community College Nursing Department Graduate Analysis." Office of Institutional Effectiveness. 16 p.
- 2017, August. Report. "Bunker Hill Community College Nursing Department NCLEX Analysis." Office of Institutional Effectiveness. 20 p.

#### **Binder**

- 1997, January. Simulation Laboratory Manual, NSE. 101. Developed by Anne. M. Zabriskie, R.N., M.S.

004.07.04 – Nurse Education & Health Professions

004.07.05 – Nursing Laboratory

004.07.06 – Respiratory Therapy Program

004.07.07 – Health Care Delivery

- 1996, Fall Semester. Readings and Core List of Concepts and Terms, Introduction to Health Care Delivery. Dr. McCarthy, Prof. Otto, Dr. Quinones, Dr. Tebbe.

004.07.08 – Medical Assistant

- N.D. Medical Assistant Laboratory Manual. Compiled by Suzanne Roche, RN.

004.07.09 – Welcome Back Center

- 2005, November 2. Newspaper clipping. "BHCC reaches out to foreign-educated nurses." The Charlestown Bridge.
- 2006, February 8. Newspaper clipping. "Program looks to fill nursing shortage." O Jornal.
- 2006, March 3. Newspaper clipping. "Immigrant Nurses: Welcome Back." Sampan.
- 2006, April 9. Newspaper clipping. "License to Care, Again: Center trains foreign nurses for US careers." Boston Sunday Globe.
- 2006. Article. "Center for Internationally Educated Nurses Launched at Bunker Hill Community College." International News.
- 2007. Article. "Community college to play bigger role to ease nursing shortage." WPRI 12: Fox Providence.

004.07.10 — Radiology

- 2005, November 9. Letter. From: H. Martin Northup. To: Mary L. Fifield. Re Program #02150000 Accreditation.

#### RG004.08 – Professional Studies

004.08.01 – Business Administration Department

004.08.02 – Computer Information Technology Department

- 1981, Spring. Document. "Technology for Industry Tech I; Tech II Course Outline." 3 p.
- 1981, Spring. Document. "Technology for Industry Tech III Course Outline." 2 p.
- 1981, Summer. Document. "Technology for Industry Tech IV Course Outline." Includes other information related to Tech I-IV including Admission policy, texts used. 7 p.
- N.D. Document. "Comprehensive Paper I: A Position on a Computer Literacy Course." Self, Charles C. 40 p.
- N.D. Document. "Comprehensive Paper II: An overview of Educational Technologies and Implications for Staff Development." Self, Charles C. 33 p.
- N.D. Document. "Computer Technology Department: CIT1xx Career Planning Assignment." Includes instructions and screenshots for the assignment. 3 p.
- N.D. Document. "Computer Technology Department: CIT1xx LifeMap Assignments." Includes overviews of each assignment. 2 p.
- N.D. Flyer. "Associate Degree Network Technology & Administration: Recommended Four (4) Semester Scheduling Sequence." Includes tables. 2 p.

#### 004.08.02.01 – Fast Track Certificate Program

- 2013, April 18. Agenda. Condensed Classes Committee Meeting.
- c. 2013. Document. "IT Fast Track Certificate Programs at Bunker Hill Community College: PC Hardware Support Specialist Certificate Program." Includes information on course offerings.
- c. 2013. Document. "IT Fast Track Courses at Bunker Hill Community College." Includes information on the courses being offered in summer 2013.
- c. 2013. Data. Includes data sheets on enrollment in CIT fast track programs, demographics of the department, and course offerings. 4 p.
- N.D. Loose paper. Includes a collection of documents related to CIT and CBO fast track courses, including charts of course offerings, emails between faculty and staff, and grant documents. 38 p.

#### 004.08.02.02 – ACT Center (Created new folder, Only Grand Opening Flyer Included!)

- 1981. BHCC Computer Workshop '81.
- 2001, September 21. "Grand Opening of ACT Center."
- Pamphlet.
- List of available tests.

004.08.02.03 – National Information, Security, and Geospatial Technology Consortium (NISGTC)

- 2012, February. Report. “Progress Report for the National Information, Security, and Geospatial Technology Consortium.” Submitted to NISGTC. Velluto, Paula. 3 p.
- 2012, March 14. Agenda. Updates on the National Information, Security and Geospatial Technology Consortium (DOL).
- 2012, August 14. Agenda. NISGTC. Includes a copy of an evaluation plan. 3 p.
- 2012, July 31. Agenda. “NISGTC Evaluation Meeting Moraine Valley Community College.”
- 2012, October 16. Document. “NISGTC Updates.”
- 2012, December 17. Document. “NISGTC Updates.” 1 p double-sided.
- 2013, March 26. Document. “Qualtrics Survey Software.” 15 p.
- 2013, February. Document. Includes a summary of grant activities and information for NISGTC for a Q4 report.
- 2014, June 17. Email. From: Karalynn Gau. To: D. Dawn Zapata. Re: NISGTC & CIT. Includes data request information.
- c. 2014. Binder. “NISGTC Evaluation.” Prepared by The Office of Community College Research and Leadership University of Illinois at Urbana-Champaign. For: NISGTC. 118 p.
- 2014, December 1. Agenda. NISGTC. Includes a sustainability table. 2 p.
- N.D. Proposal. “Technical Proposal: National Information, Security, and Geospatial Technology Consortium.” Collin College and NISGTC. 38 p. 2 copies.
- N.D. Loose paper. A collection of meeting notes related to NISGTC, both typed and handwritten. Includes a document from a NISGTC meeting on December 17, 2012. 5 p.
- N.D. Document. “Summary of CBO and BHCC Courses.”
- c. 2014. Document. “IT Fast Track Courses at Bunker Hill Community College.”
- c. 2013. Document. “IT Fast-Track Certificate Programs at BHCC.”
- N.D. Document. “NISGTC Consortium.” Includes an overview of Bunker Hill Community College’s role in the consortium, a data page on students, a document with a progress update, and a chart that lists Broadening Advanced Technological Education Connections’ (BATEC) goals. 5 p.

004.08.03 – Computer Media Technology Department

004.08.04 – Early Childhood Education & Human Services Department (includes Education)

004.08.04.01—The Washington Education Project/Student Literacy Corps Program

- N.D. Pamphlet. “The Student Literacy Corps: A Credit-Bearing Tutoring Program.” Bunker Hill Community College. 2 copies. [Check]
- N.D. Syllabus. EDU 140 – Practicum in Instruction. Ted Carlson. 2 p. (1 page double-sided)
- N.D. Syllabus. EDU 150 – Tutoring for Literacy. Ted Carlson. 2 p. (1 page double-sided)
- 1987, July 21. Newspaper clipping. “Kennedy Proclaims Birth of “Literacy Corps.” The New York Times.
- 1987, September 24. Memo. From: Judith Stanford-Harris, Asst. To: Al Koch. Re: WEP 500.
- 1987, November 12. From: Joanne McManus (Principal, Harvard-Kent School). Re: Washington Education Project. 2 copies.
- 1988, January 27. Document. Agreement between Harvard-Kent School and Bunker Hill Community College re. the Washington Education Project. Signed by JoAnne M. McManus, Judith Stanford-Harris, and Robert T. Carlson. 3 pages.
- 1988, February 14. Newspaper clipping. “A Literacy Corps For Americans?” The New York Times.
- 1988, February 17. From: Norman Manasa. To: Dr. Robert T. Carlson. Re: Washington Education Project.
- 1988, March 21. Letter. From: Norman Manasa. To: Robert T. Carlson. Re: Midterm Report. Includes envelope.
- 1988, April 6. Midterm Report. “Number of Hours Tutoring Produced by the Undergraduates: Bunker Hill Community College.” From: Robert T. Carlson. To: Mr. Norman Manasa. 1 page.
- 1988, April 11. Letter. From: Edward M. Kennedy [Ted Kennedy]. To: Dr. Harold E. Shively. Re: Literacy Corps Program. 2 copies.
- 1988, April 11. Letter. From: Edward M. Kennedy [Ted Kennedy]. To: Dr. Ted Carlson. RE: Literacy Corps Reception.
- 1988, April 20. Memo. From: Kathleen E. Assar. To: Ted Carlson. RE: Reception for Senator Ted Kennedy.
- 1988, April 28. Letter. From: Norman Manasa. To: Dr. Robert T. Carlson. Re: Washington Education Project Evaluation Form.

- 1990, January 8. Report. "The Washington Education Project—Bunker Hill Community College Final Report: Fall Semester, 1989." Carlson, Robert T. 3 pages.
- 1990, January 8. Midterm Report. "Number of Hours of Tutoring Produced by the Undergraduates: Bunker Hill Community College." From: Robert T. Carlson. To: Mr. Norman Manasa. 1 page.
- 1990, January 8. Final Report. "Number of Hours of Tutoring Produced by the Undergraduates: Bunker Hill Community College." From: Robert T. Carlson. To: Mr. Norman Manasa. 1 page.
- 1990. Performance Report. Carlson, Ted. Re: Student Literacy Corps Program. 6 pages, 2 copies.
- 1994, October 13. Memo. From: Prof. Ted Carlson. To: Dean James Ware. Re: Tutoring Courses; EDU 140 & EDU 150.
- N.D. Pamphlet. "The Washington Education Project." 2 copies.
- N.D. Document. Student Literacy Corps Program Bunker Hill Community College Project Abstract." 23 p.
- N.D. Document. "Student Literacy Corps Program: Bunker Hill Community College." Includes budget. 12 pages.
- N.D. Flyer. Advertises the Student Literacy Corps.
- N.D. Pamphlet. "The Student Literacy Corps: A Credit-Bearing Tutoring Program."

#### 004.08.05 – Hospitality Department

##### Hotel/Restaurant/Travel Management

- 1996, April 26. Memo. From: Paul Rivers. To: Jim Ware. Re: Proposal for Travel Tourism Service Center. 2 copies.
- 1996, April 17. Memo. From: Professor Jim Miller. To: Dean Paul Rivers. Re: Proposal for Travel Tourism Service Center. 3 p. 2 copies.
- 1996, April 24. Memo. From: Professor James A. Miller. To: Dean Paul Rivers. Re: Puerto Rico Tourism Trade Show. 2 p. 2 copies.
- 1996, April 13. Minutes. Hotel, Restaurant/Travel Management Department meeting. 2 p.
- 1996, June 11. Memo. From: Professor James A. Miller. To: Milton Samuels, CEBO. Re: Suffolk County Corrections Hospitality Management.
- 1996, June 14. Agenda. Hotel, Restaurant/Travel Management Department meeting. 2 copies.
- 1996. Document. "Program Review."
- 1996. Document. "Program Review." Updated with notes.

- 1996, Fall. Document. "Proposed Curriculum Change."
- 1996, April 12. Memo. From: Lorrain Trethewey. To: Paul Rivers. Re: Community College Workshop at U. Mass. – Amherst. 2 p.
- 1995, November 28. Memo. From: Professor James A. Miller. To: Dr. Tom Wylie. Re: Student Exchange Proposal.
- 1995, December. Document. "Proposal for Student Exchange Program Inter American University of Puerto Rico Recinto Fajardo." 7 p.
- 1996, May 17. Memo. From: Dr. Thomas Wylie. To: Dean Paul Rivers and Professor James A. Miller. Re: Thoughts on the 4/24/96 proposal for a Puerto Rico Tourism Trade Show. 3 p.
- 1996, April 13. Minutes. Hotel, Restaurant/Travel Management Department meeting. 10 p.
- 1996, October 7. Memo. From: James A. Miller. To: "Colleagues." Re: Workshops and discussions for concerns specific to Community Colleges. 2 p. 2 copies.
- 1996, October 22. Memo. From: Paul Rivers. To: Jim Ware. Re: James A. Miller Outstanding Performance as Chairperson. 2 p.
- 1996, October 7. Letter. From: James A. Miller. To: Richard Tranfaglia, Director of Human Resources, Ninety-Nine Restaurant Pubs. Re: Possible partnership.
- 1996, October 1. Memo. From: Professor James. A. Miller. To: Dean Paul Rivers. Re: Meeting with area high school representatives.
- 1996, September 19. Minutes. Hotel, Restaurant/Travel Management Department Meeting. 2 p.
- 1996, September 17 1996. Memo. From: Sharon Caulfield. To: Metro Boston Tech Prep Guidance Counselors and High School Department Heads of Travel and Tourism, Culinary Arts, and Hotel Restaurant Management. Re: Invitation to session about new hospitality offerings.
- 1996, September 10. Memo. From: Paul Rivers. To: Lorraine Trethewey. Re: Commitment to the Departmental Success. 2 p. 2 copies.
- 1996, July 30. Agenda. Hotel, Restaurant/Travel Management Department Meeting.
- N.D. Document. "HRT Program Review." 4 p.
- 1997, October 6. Document. "Bunker Hill Community College Boston's Center for Hospitality Education Hotel/Restaurant Travel Management Program." 9 pages. 2 copies.
- 1998. February 12. Memo. From: Paul Rivers. To: Vice President Ware. Re: Future program plans and enrollment. 2 copies.



- 1998, June 7. Memo. From: Professor James A. Miller. To: President Fifield. Re: Summerfield Hotels possible partnerships. 2 p.
- 2004, June 8. Document. "Student Learning Outcomes Assessment Program: Hospitality Management Program Mission Statement, Learning Outcomes of the Hospitality Program, Assessment Tools of the Hospitality Program, Proposal for SLOAP Taskforce." Professor James A. Miller.
- N.D. Document. "Associate in Science Degree: Hotel/Restaurant/Travel Management." 2 copies.
- N.D. Brochure. Hotel/Restaurant/Travel Management Program. 2 copies.

#### 004.08.06 – Legal Studies & Public Safety Department & Criminal Justice

- 1999. Lesson plan. "Security and its Importance in Business." T. rg01
- 1999, September 30. Draft. "Bunker Hill Community College Hospitality Department Shows Off Culinary Talents for Friends of City Square Park. 2 copies.
- 1975, January 28. Final report. "Criminal Justice Higher Education Master Plan Project of the Board of Higher Education of the Commonwealth of Massachusetts." Prepared by Isidore Silver, Chief Consultant and Analyst.

#### 004.08.07 – Office & Information Management Department Courses

- N.D. Brochure. "Office Administration" (2 copies)
- N.D. Flyer. "Spend time with us and in 4 months earn college credit for a window of opportunity"
- N.D. "Course Syllabus Guidelines."
- N.D. Course Syllabus. "Guidance and Discipline – ECE 101"
- N.D. Course Description. "Introduction to Keyboarding/Editing – OED"
- N.D. Course Syllabus. "Keyboarding I – OED 101"
- Office Administration – 1996
- 1996, January 17. Memo. From: Becky Bridges, Office Administration. To: Paul Rivers, Acting Dean. Re: Office Administration courses. (2 copies)
- 1996, January 22. Memo. From: Jim Ware, Acting Vice President. To: Acting Dean Paul Rivers. Re: Office Administration Concerns.
- 1996, April 26. Memo. From: Kathy Cedrone Vaccaro. To: Vice President James Ware, Dean Paul Rivers. Re: Office Administration Internship Students and Internship Worksites for the Spring 1996 Semester from April 15, 1996 to May 10 1996.
- 1996, May 10. Memo. From: Becky Briggs, Office Administration. To: Paul Rivers. Re: DOS Software.

- 1996, May 14. Memo. From: Paul Rivers. To: Becky Briggs. Re: Departmental Self-Study.
- 1996, May 28. Memo. From: Becky Briggs. To: Office Administration Faculty. RE: Department Evaluation.
- 1996, June 10. Memo. From: Paul Rivers. To: Dick Wahlgren. Re: Electrical wiring for computers in B 106.
- 1996, July 1. Memo. From: Lynn M. Wilkins, Academic Computing. To: Dean Paul Rivers. Re: Stolen equipment. (2 copies)
- 1996, July 3. Memo. From: Paul Rivers. To: Jim Ware. Re: Computer equipment missing from B 109.
- 1996, July 12. Memo. From: Paul Rivers. To: Sandy McDonald. Re: Work study student for the Office Administration Department / Fall 1996.
- 1996, August 22. Letter. From: Maureen Crowley. To: Paul Rivers. Re: Employment of Maureen Crowley for fall 1996 semester.
- 1996, September 5. Letter. From: Linda Bergmann. To: Former Student. Re: New courses in Office Administration Department.
- 1996, September 11. Letter. From: Kathleen Cedrone Vaccaro. To: Acting Dean Paul Rivers. Re: Acting Department Chairperson Position.
- 1996, September 16. Memo. From: Anna Tsakarissianos. To: Paul Rivers. Re: Anna Tsakarissianos temporary department head.
- 1996, September 23. Memo. From: Linda Bergmann. To: Paul Rivers. Re: Sabbatical Update.
- 1996, October 1. Memo. From: Paul Rivers. To: All Office Administration Faculty. Re: Lab Assistants for Room B106.
- 1996, October 19. Letter. From: Linda Bergmann, Professor of Office Administration Department. To: Robert Shea at Saint Clement High School. Re: Sabbatical Project.
- 1996, October 21. Letter. From: Linda Berg Maney. To: Professor Kathleen Cedrone-Vaccarro. Re: Joan Farley Internship.
- 1996, October 24. Memo. From: Kathy Cedrone Vaccaro. Re: Purchase Orders for Supplies.
- 1996, October 24. Memo. From: Linda Bergmann. To: Paul Rivers. RE: Sabbatical Update. (2 copies)
- 1996, October 31. Memo. From: Mon O'Shea, Interim President. Re: Sexual Harassment Policy. (2 copies)
- 1996, November 6. Memo. From: Anna Tsakarissianos. To: Paul Rivers. Re: Department Chair.

- 1996, November 7. Letter. From: Linda Bergmann. From: Carol Jordan. Re: One-semester data entry program.
- 1996, November 8. Letter. From: Paul Rivers. To: Arthur Canter. Re: Jim M. Miller Boston Hotel visit.
- 1996, November 12. Memo. From: Denise Medaglia. To: Paul Rivers. Re: Class Schedule for Spring, 1997.
- 1996, November 13. Letter. From: Linda Bergmann. To: Human Resources Director. Re: Offering courses to employees at Blue Cross & Blue Shield. (2 copies)
- 1996, November 14. Flyer. Job Fair Employers. (2 copies)
- 1996, November 18. Memo. From: Anna Tsakarissianos. To: All Faculty Members Office Administration Department. Re: Department Meeting.
- 1996, November 18. Memo. From: Kathy Cedrone Vaccaro. To: Dean Paul Rivers. Re: Funds for Internship Luncheon.
- 1996, November 20. Memo. From: Anna Tsakarissianos. To: All Faculty Members, Office Administration Department. Re: Department Meeting – December 3, 1996.
- 1996, November 25. Memo. From: Anna Tsakarissianos. From: All Faculty Members, Office Administration Department. Re: Department Meeting for December 3, 1996. (2 copies)
- 1996, December 4. Memo. From: Linda Bergmann. To: Paul Rivers. Re: Sabbatical Activities Update.
- 1996, December 12. Memo. From: Anna Tsakarissianos. To: All Faculty Members, Office Administration Department. Re: Projects
- 1996, December 20. Memo. From: Paul Rivers. To: Richard Wahlgren. Re: Work order request to examine the electric outlets in B 106.
- Office Administration Department – 1997
- 1997, January 7. Invoice. From: Professional Development Group, Inc. To: Paul Rivers. Re: Training session for Anna Tsakarissianos on Advanced PowerPoint.
- 1997, January 14. Memo. From: Anna Tsakarissianos. To: All Faculty Members of the Office Administration Department. Re: New semester.
- 1997, January 16. Memo. From: Anna Tsakarissianos. To: All Faculty Members of the Office Administration Department. Re: Meetings
- 1997, January 24. Letter. From: Denise Medaglia. To: Paul Rivers. Re: Medical Office Procedures Course Textbooks.
- 1997, February 5. Memo. From: Anna Tsakarissianos. To: All Faculty Members, Office Administration Department. Re: Self-study

- 1997, February 6. Memo. From: Anna Tsakarissianos. To: All Faculty Members, Office Administration Department. Re: Room B109 in unacceptable condition
- 1997, February 20. Memo. From: Anna Tsakarissianos. TO: All Faculty Members, Office Administration Department. Re: Department Meeting Rescheduled
- 1997, February 13. Invoice. From: MBEA Susan Donovan. To: Paul Rivers. Re: MBEA Annual Conference Registrations.
- 1997, February 21. Memo. From: Linda Bergmann. To: Mar McTernan, Charlestown High School. Re: Materials and Possible Visit to BHCC.
- 1997, February 24. Memo. From: Anna Tsakarissianos. To: All Faculty Members, Office Administration Department. Re: Paul Rivers message
- 1997, March 3. Memo. From: Becky Briggs. To: Mary Provo, Personnel Office. Re: Return from Sick Leave.
- 1997, March 10. Memo. From: Anna T. To: Becky Briggs. Re: Self-Study.
- 1997, March 10. Course Proposal. Fall 1997.
- 1997, March 12. Memo. From: Anna Tsakarissianos. To: All Faculty Members, Office Administration Department. Re: Upcoming Department Meeting.
- 1997, March 8. Memo. From: Anna T. To: Becky, Kathy, Linda, Roberta. Re: Furniture.
- 1997, March 25. Invoice. From: Educational & Institutional Cooperative Service, Inc. To: Bunker Hill Community College. Re: Furniture.
- 1997, March 27. Memo. From: Paul Rivers. To: Anna T. Re: Furniture for Classrooms (B 106 / B 109)
- N.D. Request for Purchase. From: Bunker Hill Community College Business Office. To: Office Administration Department. Re: Furniture Purchase.
- 1997, April 3. Letter. From: Anna T. To: Linda. Re: Keyboarding III Class
- 1997, April 8. Memo. From: Anna Tsakarissianos, Acting Department Chair. To: All Faculty Members, Office Administration Department. Re: Department Meeting – April 19, 1997.
- 1997, April 8. Memo. From: Anna Tsakarissianos, Acting Department Chair. To: All Adjunct Faculty, Office Administration Department. Re: Netscape Workshop.
- 1997, April 9. Memo. From: Anna Tsakarissianos, Acting Chair. To: All Faculty Members. Re: Furniture.
- 1997, April 9. Letter. From: Anna T. To: Linda. Re: Keyboarding III.
- 1997, April 16. Memo. From: Paul Rivers. To: Full- and Part-time Office Administration Faculty. Re: Office Administration Departmental Self-Study
- 1997, April 29. Agenda. Office Administration Department Meeting.

- 1997, May 5. Memo. From : Anna Tsakarissianos, Office Administration. To: Dean Paul Rivers. Re: DCE Records.
- 1997, May 6. Memo. From: Anna Tsakarissianos, Acting Chair. To: All Faculty Members, Office Administration. Re: Self-Study.
- 1997, May 6. Memo. From: Linda Bergmann. To: Office Administration Faculty, Paul Rivers. Re: Recruiting, Charlestown High School.
- 1997, May 9. Letter. From: Anna Tsakarissianos. To: Dean Paul Rivers. Re: Note for the Planning Committee for May 9, 1997. (2 copies)
- 1997, May 13. Minutes. Office Administration Department Meeting.
- 1997, May 21. Letter. From: Linda Bergmann. To: Paul Rivers. Re: Meeting with Charlestown High School.
- 1997, May 22. Flyer. "Spend time with us and in 4 months earn college credit for a window of opportunity – Courses through dual enrollment opportunities."
- 1997, May 22. Flyer. "Computer Keyboarding Competency – Why?"
- 1997, May 22. Letter. From: Linda Bergmann. To: Mr. Warren Toland, Assistant Principal of Charlestown High School.
- 2002, November 21. Flyer. "BHCC Job Fair 2002." 2 copies.

004.08.08 – Perkins Coordinator

004.08.09 – BATEC IT Center

004.08.10 – Visual & Media Arts Department

- 1973, October 4. Memo. From: Lois Tupper. To: Faculty members. RE: The Department of Audio-Visual Aids. 6 p.
- 1974, January 16. Memo. From: Lois Tupper. To: Faculty. RE: Permanent Film Collection. 7 p.
- 1974, May 6-11. Program. "Festival of the Arts: Visual Presentation Week" 10 p.
- N.D. Email. From: Douglas Pastel. Re: Employer Expectations Survey. Includes the survey questions. 2 p.

004.08.11 - Media Technology Program

**Folder 1 – M.O.V.I.E. Sound Stage Project Administration**

- 1994, June 27. Press release. "Funds for Bunker Hill Community College's Sound Stage in Senate Capitol Bill." 2 p. 2 copies. The rest of the documents in the packet include:
- 1994, June 20. Document. Includes information about the Project M.O.V.I.E. language added to the bill.
- 1993, December 13. Memo. To: President Stikes. From: Vice President Kathleen E. Assar. RE: M.O.V.I.E. Project. 2 p. 2 copies (1 copy includes memos from Michael McSweeney to Kathleen Assar for M.O.V.I.E. Course proposals, and from

Milton Santiago to President Stikes regarding plans for a parking garage. This copy has 6 p.)

- 1993, December 9. Memo. To: Dr. Kathleen E. Assar. From: R. Michael McSweeney, Dean of the Division of Technology. RE: M.O.V.I.E. Course Proposals – Version 2.
- 1993, December 7. Flyer. “Academic and Non-Credit Course Offerings for M.O.V.I.E. Project.” 2 p.
- 1994, July 22. Memo. From: Bill Hart. To: Lauren Greene. RE: Favorable report from Conference Committee on sound stage funding. Handwritten note. Includes a document detailing Section 28 of a code. 2 p.
- 1994, July 25. Minutes. House of Representatives Vote. Includes other documents in a packet:
  - 1994, July 25. Memo. To: File. From: RHR. RE: Movie Sound Stage. 2 p.
  - 1994, July 25. Newspaper Article. “Mass. Eyed for Films.” *Boston Herald*.
  - 1994. Newspaper Article. “Sound stage gets House OK.” *The Boston Globe*. Krasner, Jeffrey.
  - 1994, July 27. Newspaper Article. “Drop the studio, governor.” *Boston Herald*.
  - 1994, July 30. Letter. From: C. Scully Stikes. To: Rachelle Cohen, Editor of the Boston Herald. RE: Project M.O.V.I.E. 2 copies.
  - 1995, May 1. Document. “Educational Planning for a BHCC Sound Stage.” 2 p.
  - N.D. Brochure. “Associate Degree in Media Technology.” Includes an overview of the program requirements.
  - N.D. Document. “Educational Plan for BHCC Sound Stage.” 3 p.

#### **Folder 2 – M.O.V.I.E. Sound Stage Project Administration**

- 1995, July 21. Report. “Educational plan for the BHCC Sound Stage project.” Wylie, Thomas F. 59 p. 2 copies.
- 1995, October 10. Report. “Executive Summary Educational Plan for the BHCC Sound Stage.” 2 copies. Sound Stage Advisory Committee. 8 p. 2 copies.
- 1995, December 29. Report. “The Media Technology Program and the Sound Stage Educational Program.” Submitted to Bunker Hill Community College. Pastel, Douglas. 14 p.
- 1996, October 30. Memo. From: Mon O’Shea, Interim President. To: Members of the Board of Trustees and the College Community. RE: Soundstage Complex Update. 2 copies.
- 1997, May 7. Memo. From: Mary L. Fifield. To: College Community. RE: Status of Planning Efforts on the BHCC Sound Stage and Media Technology Center. Includes executive summary. 2 p.

- N.D. Document. "Study for a New Sound Stage Complex and Media Technology Center Bunker Hill Community College: Executive Summary."

### **Folder 3 – Sound Stage Project: M.O.V.I.E Project Information**

- 1994, March. Report. "Feasibility Study and Economic Impact of a Production Studio in the Boston Area: Report to M.O.V.I.E." D. Little, Arthur., Inc. 49 p. 2 copies.
- N.D. Document. "M.O.V.I.E: Massachusetts Organizations Vying for the Industry of Entertainment." Includes a brief overview of the project and the committees involved. 7 p.
- N.D. Document. "M.O.V.I.E: Massachusetts Organizations Vying for the Industry of Entertainment." Includes copies of newspaper articles and information on committee members. 29 p.

### **Folder 4 – Sound Stage Project: News**

- 1994, Spring. Magazine article. "A Soundstage in our Midst." *Boston Shoot*. 3 p.
- 1994, June 30. Newspaper article. "Pols Try to Set Stage for More Films." *Boston Herald*. 2 copies.
- 1994, July 15. Newspaper article. "Why Boston Fails its Screen Test." *The Boston Globe*. Beam, Alex.
- 1994, July 22. Newspaper article. "Controversial Benefits." *Boston Herald*.
- 1994, July 24. Newspaper article. "That's the Ticket." *Boston Sunday Herald*.
- 1994, July 25. Newspaper article. "Mass. Eyed for Films." *Boston Herald*.
- 1994, July 26. Newspaper article. "Disney Eyes Hub." *Boston Herald*.
- 1994, July 27. Newspaper article. "Drop the Studio, Governor." *Boston Herald*.
- 1994, August 6. Newspaper article. "Weld Signs Bill for State Projects." *The Boston Globe*. 2 copies.
- 1994, August 22. Newspaper article. "A Boffo Role for Bunker Hill." *The Boston Globe*.
- 1994, October 7. Newspaper article. "Sound Stage Sufferance." *Boston Herald*.
- 1994, October 24. Newspaper article. "Filming in Boston Reels Advantages." *Boston Herald*.
- 1994, October 24. Newspaper article. "Diverse Work Force Benefits All." *Boston Herald*.
- 1995, October 18. Newspaper article. "Tax Bucks for High Risk Flicks?" *Boston Herald*. Cohen, Rachelle G.
- 1995, November 9. Newspaper article. "Massachusetts, prepare to 'Go Hollywood.'" *Winchester Town Crier*. Casey, Paul. 2 p.

- N.D. Newspaper article. "A View from the Hill" Casey, Paul C., State Representative.

004.08.12 – An AACCC/Learn and Serve America Project

004.08.13 – Electronics Technology Program

- 1983, May 13. "Review of Electronics Technology Program." Samuel A. Guccione, Instructional Director, Delaware Technical and Community Colleges.
- 1995, August. Presentation. "Nortel presentation: in connection with C.E.B.O. and technology division." By O'Brien, James and Buckley, Virginia.

#### RG004.09 – Science Engineering & Health Programs

004.09.01 – Allied Health Certificate Program

- N.D. Brochure. "Allied Health Certificate Programs."
- ND. Program design packet. "Allied Health Certificate Programs."
- 1995-1996. Booklet. "Reflections on an Internship 1995-1996."
- 1996, January 5. Publication. "Department of Nursing honored as Bunker Hill Community College's partner in crime."
- 1996, July 2. Memo. From: Susan Walling. To: President O'Shea. RE: Letter re Welfare Reform Bill. Includes letter from Susan Walling (Director of Allied Health Certificate Programs) to Advisory Board Member and Employees regarding changes in Welfare Reforms Governor Weld was set to veto. Additionally includes copy of the two sections referenced in letter. 4 p.
- 1997. Press release. "Chelsea Completion Party/Reunion 1997."
- 1997, July 3. Press release. "Chelsea Reunion/Completion Celebration: Chelsea Information Session Dates."

004.09.02 – Clinical Laboratory Science Program

004.09.03 – Science & Engineering Department

1996, December 16. Syllabus. [Professor Joe Tarello]"Introductory Organic and Biochemistry." (Most Likely Spring 1997 semester due to Copy Requisition form.) 3 p. 2 copies.

N.D. Document. "An Approach to the Chemistry Laboratory/Format for Laboratory Report." 4 p.

N.D. Lab Instructions. "Some Properties of Organic and Inorganic Compounds." 3 p. [Experiment listed in Organic/Biochemistry Syllabus]

N.D. Lab Instructions. "Hydrocarbons." 5 p. [Experiment listed in Organic/Biochemistry Syllabus]

N.D. Lab Instructions. "Some Reactions of Saturated and Unsaturated Compounds." 5 p. [Experiment listed in Organic/Biochemistry Syllabus]



N.D. Lab Instructions. "Some Reactions of Hydrocarbons and of Alcohols." 2 p. [Experiment listed in Organic/Biochemistry Syllabus]

N.D. Lab Instructions. "Preparation of Some Organic Compounds." 3 p. [Experiment listed in Organic/Biochemistry Syllabus]

N.D. Lab Instructions. "Organic Synthesis (Acetylsalicylic acid – aspirin)" 2 p. [Experiment listed in Organic/Biochemistry Syllabus]

N.D. Lab Instructions. "Esters." 3 p. [Experiment listed in Organic/Biochemistry Syllabus] 1996, December 16. Syllabus. [Professor Joe Tarello]. "Basic Chemistry Topical Course Outline." 4 p. (Most Likely Spring 1997 semester due to Copy Requisition Form.)

2017, December. Syllabus. [Professor Joe Tarello]. "Chemical Science I." (Most likely for Spring 2018 semester based on Copy Requisition Form.) 4 p.

2017, December. Syllabus. [Professor Joe Tarello]. "General Chemistry I and Laboratory. CHM-201." (Most Likely for Spring 2018 semester due to Copy Requisition Form.) 7 p.

004.09.04 – Surgical Technology Certificate Program

#### RG004.10 - ???

004.10.06 – Veteran's Center

- N.D. Proposal. "Veterans Center." Includes tables. 2 pages.
- N.D. Pamphlet. "Bunker Hill Community College Veterans Center." Bunker Hill Community College. 2 copies. [check]
- 2014, November 6. Flyer. In Honor of Veterans Day: Rye Barcott speaker.

#### RG004.11- Department News and Achievement

004.11.01 – Science & Engineering Department

- 1998. Packet. Semiconductor Press Conference and Northeast Semiconductor Workforce Development Campaign Briefing.

004.11.02 – Surgical Technology Certificate Program

- 1999, November 8. Press release. "Surgical Technology Certificate Program Accepting Students for Fall 1999 Semester."
- 2004, April. Press coverage of 2003 Surgical Tech program award.

#### RG004.12 – Faculty News and Achievement

- 1995. Letter of Grievances to Bunker Hill Community College. Dr. C. Scully Stikes. Act of Injustice.
- 1999, August 6. Press release. "Bunker Hill Community College Professor Chosen to Chair Teaching Section of National Botanical Society." Shipman, Dr. J.S.
- --2000, April 4. Press release. "Bunker Hill Community College Names Dr. Mary Huegel As Dean of Liberal Arts." 2 pages. Includes 2 photos of Dr. Mary Huegel.
- 2002, September. Article. "Professor Ba to Washington." *MCCC News*. Ba, Amadou L.

- 2004, July 29. Newspaper clipping. "E-learning." *Winchester Star*.
- 2004, September 29. Newspaper clipping. "Connecticut's Weir Farm Trust presents artists at Weir Farm: Mary Lang." *New Fairfield Citizen News*.
- 2004, November 11. Newspaper clipping. "New Medical Radiography program formed to address shortage." *Saugus Advertiser*.
- 2004, November 11. Newspaper clipping. "One tough parade." *West Roxbury Transcript*. Harris, David L.
- 2004, November 14. Newspaper clipping. "Northern Essex hires new faculty." *Sunday Eagle-Tribune*.
- 2005, January 12. Diane Smith. "People." *The Charlestown Bridge*. Smith, Diane.
- 2005, March 4. Newspaper clipping. "Local artists at Mingo." *Tri-Town Transcript*.
- 2005, March 9. Newspaper clipping. "Peabody names acting vocational director." *Daily Item*. Harrison, Brad.
- 2005, March 11. Newspaper clipping. "Local artists at Mingo." *Tri-Town Transcript*.
- 2006, February 26. Newspaper clipping. "People." *Boston Sunday Globe* (Northwest edition). Brown, Diana.
- 2006, March 1. Newspaper clipping. "Pain free piano lessons." *East Boston Times-Free Press*.
- 2006, March 1. Newspaper clipping. "Pain free piano lessons." *Revere Journal*.
- 2006, March 7. Newspaper clipping. "Political season heats up in Swampscott." *Daily Item*. Glidden, Debra.
- 2006, March 8. Newspaper clipping. "School committee race materializes." *Salem News*. Roy, Matthew K.
- 2006, May 10. Newspaper clipping. "New councilor should have a variety of life experience." *East Boston Times-Free Press*. Borre, Peter.
- 2006, May 11. Newspaper clipping. "Garvin cleared to work paid details." *Chelsea Record*. Garvin, Frank.
- 2006, June 15. Newspaper clipping. "Charbonnier gets seat." *Charlestown Patriot-Bridge*. Charbonnier, Mike. 2 copies.
- 2006, July 13. Newspaper clipping. "Chelsea author to appear at Bestsellers." *Medford Transcript*. Salisbury, Luke. 2 copies.
- 2006, July 13. Newspaper clipping. "Bestsellers Café events." *Medford Transcript*. Salisbury, Luke. 2 copies.
- 2006, July 13. Newspaper clipping. "Abasa-Nyarko hired at Bunker Hill." *Somerville Journal*. Abasa-Nyarko, Charles. 2 copies.
- 2006, August 3. Newspaper clipping. "Off the diamond, into the sunset." *Chelsea Record*. Salisbury, Luke. 2 copies.

- 2006, August 16. Newspaper clipping. "Book project gives her flavor of immigrants' kitchens, cultures." *Boston Globe*. Anderson, Lynne. 2 copies.
- 2006, November 30. Newspaper clipping. No title. *Melrose Free Press*. Sullivan, Susan. 2 pages.
- 2006, December 7. Newspaper clipping. "Sullivan will serve as site coordinator for College Goal Sunday." *Charlestown Patriot-Bridge*. Sullivan, Susan. 2 copies.
- 2007, April 12. Newspaper Clipping. "School Board Candidate Says City Parents need a voice." *Enterprise*. Papadopoulos, Maria.
- 2007, April 13. Newspaper Clipping. "Eyes No Longer Shut: Politician turned teacher uses movies to present history lessons." *Westborough News*. Gross, Lara.
- 2007, April 19. Newspaper Clipping. "We need your help [Joe Von-Handorf Memorial Golf Tournament call to action]" *Chelsea Record*. Executive Board, Chelsea Fire Department Local #937.
- 2008, Fall. "Discovering the Best Questions." *The Community College Humanist*. Salisbury. Luke.

#### RG004.15 – Orientation for Faculty, Students and Staff

##### **Bound Items**

- 1999, August 25. Binder. "Faculty Resource Book." Richard Boulware, Judy Oleks, Janet Sortor.

##### **Folder 1: Student Orientation 1974-1976**

- 1973, September. Document. Registration time and meeting with advisor, September 17, 1973
- 1973, September. Loose papers. "Freshman Orientation, 1973 Program Format and Procedures for Group Advisors." Includes Student Services handout, and General information and procedures content timeline. 4 p.
- 1973, September 13. Memo. From: Pearl G. Waterhouse. To: Faculty Group Leaders. RE: Advisees List and Other Information.
- 1973, September 13. Memo. From: Pearl G. Waterhouse [Dean of Student Services]. To: Faculty Group Leaders. RE: Orientation Program.
- 1973, September 25. Letter. From: Pearl G. Waterhouse. To: Robert Carlson. RE: Thank you for orientation help.
- 1973, October 28 [Front of the packet says "BHCC Student Orientation September 1973," but the contents are actually from October 28]. Memo. From: Pearl G. Waterhouse. To: Faculty and Staff. RE: Evaluation of Bunker Hill Community College Student Orientation, Y.M.C.A., Charlestown, Massachusetts, Week of September 24, 1973. 10 p.

- 1974, May 29. Letter. From: Robert Ross. To: All Bunker Hill Community College Faculty and Staff. RE: Orientation information for Summer orientation 74.
- 1974, September. Document. "BHCC Student Orientation September 1974." 12 p. 2 copies.
- 1975, Fall. Document. "BHCC Student Orientation Fall Semester 1975." 13 p.
- 1976, Fall. Document. "BHCC Student Orientation Fall Semester 1976." 13 p. 2 copies.

#### **Folder 2: Orientation 1978**

- 1978. Agenda. Bunker Hill Community College Agenda for Orientation. Includes a goal sheet and instructions for orientation leaders. 4 p.

#### **Folder 3: Admin Letters Relating to Faculty Orientation 1982**

- 1982, July 27. Letter. To: Maurice Temple. From: Elisabeth J. Noyes. Re: Temple joining the BHCC Faculty.
- 1982, July 27. Letter. To: Ted Carlson. From: Elizabeth J. Noyes. Re: Temple joining faculty.

#### **Folder 4: 1998 Faculty Orientation**

- 1998, January. Memo. From: Doug Clifford, Director of Enrollment & Evening Services. To: Adjunct Faculty Members. Re: Spring 1998 Information. 2 copies.
- 1998, January 8. Memo. From: Academic Deans (Kathryn Cauble, Michael McSweeney, Paul Rivers, and Gwendolyn Shelton). To: All New Full-Time and Part-Time Faculty. 2 copies.
- 1998, November 23. Memo. From: KCC. To: Dean Rivers. Re: Orientation for New Faculty Article. Includes a copy of the article. 2 p.

#### **Folder 5: 2000 Introductory Packet**

- 2000. Folder. "Welcome to Bunker Hill Community College." Includes:
  - 1999, September. Booklet. "Transforming Bunker Hill Community College: A Progress Report." 16 p.
  - 2000, January/February. Newspaper article. "In Boston: Winning the Battle at Bunker Hill." *Urban Community Colleges Report*. 4 p.
  - 2000, February 22. Newspaper article. "Presidential advisers learn community college needs." *Community College Times*. 2 p.
  - 2000, March 7. Press Release. "Massachusetts Board of Higher Education Meets At Bunker Hill Community College." 2 p.
  - N.D. Pamphlet. "Facts about Bunker Hill Community College."
  - N.D. Flyer. "Bunker Hill Community College."
  - N.D. Document. "Massachusetts Board of Higher Education Members."

### **Folder 6: 2012 Adjunct Welcome Packets**

- 2012. Folder. "Bunker Hill Community College." 2 copies. Includes:
  - 2011, Fall. Document. "CUL-115 Introduction to Culinary Arts." 16 p.
  - 2012, August 21. Email. From: Robert A. Barrows. To: Full Time, Adjunct Faculty and Part Time Staff. Re: Fall-2012 and Spring-2013 Parking Permits. 2 p.
  - 2013, January 11. Memo. From: Payroll Department. To: DCE Faculty. Re: 2013 Spring Semester, Payroll Schedule.
  - N.D. Pamphlet. "Learning Communities."
  - N.D. Pamphlet. "Veteran's Center."
  - N.D. Document. "BHCC Goals 2010-2013." 3 p.
  - N.D. Document. A list of important dates for the Spring and Summer 2013 semesters. 2 p.
  - N.D. Document. "New Access Number for Retrieval of Part-time Faculty Voicemail." 2 p.
  - N.D. Document. "Spring 2013 Evening Coverage."
  - N.D. Document. "Printing Requisition."
  - N.D. Document. "Central Services Hours."
  - N.D. Booklet. "Guide to Student Support Services 2012-2013." 28 p.
  - N.D. Pamphlet. "Single Stop at BHCC."
  - N.D. Document. "Adjunct Faculty Liaisons."
  - N.D. Document. "Twelve Important Things to Remember BHCC Faculty 2012-2013." 2 p.
  - N.D. Document. "BHCC Bookstore."
  - N.D. Document. "Welcome Back: Library and Learning Commons." 9 p.
  - N.D. Document. "About TLiTC." 4 p.
  - N.D. Document. "Departmental Meetings." 2 p. 2 copies.
  - N.D. Document. "Dreamkeepers Student Emergency Assistance Fund."
  - N.D. Booklet. "Faculty Guidelines for Students with Disabilities." 12 p.

### **Folder 7: 2003 Orientation Leader Materials**

- 2003. Folder. "Bunker Hill Community College." Folder contains items related to the orientation leader position, including:
  - c. 2003, Fall. Form. "Fall 2003 Semester T Pass Order Form." Includes a blank form. 2 p.
  - c. 2003. Notecard. "2003 B.H.C.C New Student Orientation."
  - N.D. Document. "Orientation Leader Job Description." 4 p.
  - N.D. Document. "Team Time." 4 p.

- N.D. Document. "Charlestown Campus Map." Includes illustrations of the campus map from outside and inside. 2 p.
- N.D. Handout. "Office of Student Activities and Athletics."
- N.D. Handout. "Textbook Assistance Program."
- N.D. Handout. "Lockers."
- N.D. Handout. "Get to Know the BHCC Library Today!" 2 p.
- N.D. Document. "What Contributes to a Student's Success?" 10 p.
- N.D. Document. "Breakout Discussion Group Agenda." 3 p.
- N.D. Document. "Breakout Discussion Group Agenda." 3 p.
- N.D. Document. "The Leadership Toolbox." 12 p.
- N.D. Document. "Introducing College Life." 8 p.
- N.D. Document. "Come Together: Building Dynamic Groups." 8 p.
- N.D. Handbook. "How to Make Dynamite Grades." Advising/Counseling Services. 17 p.

#### **Folder 8: Letter to Incoming Students 2004**

- 2004, May 25. Press Release. "Community College Times: Calling All Students! Bunker Hill Community College Students Telephone Entering Students." 3 p.

#### **Folder 9: Orientation Committee**

- 1981, January. Document. "Orientation." 2 copies.
- 1983, February 14. Minutes. "Ad Hoc Orientation Committee."
- February 23, 1983. Memo. From: Kathy McKenna. To: Members of the Ad Hoc Orientation Improvement Committee. Re: Attached Article. Attached: Orientation Article.
- 1983, February 28. Minutes. "Ad Hoc Orientation Committee."
- 1983, May 20. Memo. From: Kathy McKenna, Chair, Ad Hoc Committee on Improvement of Orientation. To: Dean Patricia Chisholm. Re: Final Report of the Committee.
- N.D. Document. "Committee to Improve New Student Orientation."
- N.D. Book chapter. "Orientation." 16 p.

#### **Folder 10: Undated Orientation Materials**

- N.D. Document. "Bunker Hill Community College Learning Center Orientation." 9 p.
- N.D. Document. "Commuter Orientation: Is It "Is" or Is It "Isn't." Pearl G. Waterhouse, Dean of Student Services. 10 p.

#### **Orientation Folders**

- c. 1997, Spring. Folder. "Welcome to Bunker Hill Community College." Includes:

- c. 1996-1997. Handbook. "Phone Directory: Bunker Hill Community College." 28 p.
- 1997, Spring. Document. "Bunker Hill Community College Academic Calendar." 2 p.
- N.D. Pamphlet. "Essential Information for All Faculty." 2 copies.
- N.D. Form. "Bunker Hill Community College Parking Permit Application."
- N.D. Handout. "Bunker Hill Community College: Parking Permits Are Required for All Bunker Hill Community College Parking Areas at All Times." 2 p.
- N.D. Handout. "Deans of Academic Affairs."
- N.D. Memo. To: All College Employees. From: Cynthia Bashaw. Re: Mantoux Tuberculosis test.
- N.D. Form. "Personnel Emergency Information."
- N.D. Handout. "Standard Operating Procedure: Health/Mental Health Emergencies."
- N.D. Handout. "Duplication Services/Printing." 4 p.
- N.D. Handout. "Guidelines for Developing Course Outlines." 4 p.
- N.D. Syllabus. History of Western Civilization II. Dr. Minton. 12 p.
- N.D. Handout. "Course Syllabus Guidelines." 3 p.
- 1998, Spring. Folder. "Welcome to Bunker Hill Community College." 2 copies (second copy does not have all of the documents from the first folder). Includes:
  - 1997, October 14. Memo. From: Academic Deans. To: All Faculty Cambridge, Charlestown, Chelsea Campuses. Re: Posting of Classes/Attendance.
  - 1998, January. Memo. From: Doug Clifford, Director of Enrollment & Evening Services. To: Adjunct Faculty Members. Re: Spring 1998 Information. 2 p. 2 copies.
  - 1998, Spring. Document. "Bunker Hill Community College Academic Calendar Spring 1998."
  - N.D. Handout. "Standard Operating Procedure: Health/Mental Health Emergencies."
  - N.D. Form. "Personnel Emergency Information."
  - N.D. Handout. "Duplication Services/Printing." 4 p.
  - N.D. Memo. To: All College Employees. From: Cynthia Bashaw. Re: Mantoux Tuberculosis test.
  - N.D. Form. "Massachusetts Community College System: Process for Classroom/Instructional Observation. 2 p.
  - N.D. Form. "Division of Continuing Education Comprehensive Evaluation."

- N.D. Form. "Division of Continuing Education Course/Instructional Materials Checklist Form."
- N.D. Handout. "Course Syllabus Guidelines." 3 p.
- N.D. Handout. "Guidelines for Developing Course Outlines." 4 p.
- N.D. Handout. "Deans of Academic Affairs."
- N.D. Document. "Departmental Telephone Listing." 11 p.
- N.D. Folder. "Orientation Bunker Hill Community College." Includes:
  - N.D. Handout. "The 6 H's of Bunker Hill Community College: Head, Heart, Hands, Handbag, Handshakes, Highs and Lows (note: they are all free!!!). 4 p.
  - N.D. Handbook. "How to Make Dynamite Grades." Advising/Counseling Services. 17 p.
  - N.D. Handout. "Bunker Hill Community College Resources and Referrals." 2 p.
  - N.D. Document. "Human Scrabble."
  - N.D. Loose paper. Blank sheets of paper with BHCC's logo. 2 copies.

## RG004.17 – International Student Center

RG004.17.04 -- International Student Center 1983-2019

### **Folder 1 — International Student Center Videos**

- 2006. Video. Study Abroad Program 2006 Costa Rica Trip video. 1 DVD. Includes photo of students on the trip in the front case.
- 2007. Video. Study Abroad Program 2007 Costa Rica Trip video. 1 DVD. Includes photo of students on the trip in the front case.
- 2004. Video. Study Abroad Program 2004 Journey to Costa Rica. 1 DVD. Includes photo of students on the trip in the front case.
- 2009. Video. Study Abroad Program 2009 Costa Rica Trip video. 1 DVD. Includes photo of students on the trip in the front case.
- 2012. Video. Study Abroad Program 2012 Costa Rica Trip video. 1 DVD. Includes photo of students on the trip in the front case.
- 2013. Video. Study Abroad Program Costa Rica Trip Video. 1 DVD. Includes photo of the students on the trip in the front case.
- 2017. Booklet. Field Investigation Manual for Tropical Field Studies ENV 120. 26 p.
- 2019, November 22. Flyer. "BHCC Study Abroad Scholarship Program." 2 copies.



- 2019. Program. "BHCC Study Abroad Scholarship Program 2019-2020." 6 p. 2 copies.

#### **Folder 2 — International Student Center Event Programs**

- 2000, September 12-29. Program. "Fall 2000 Calendar of Events." Bunker Hill Community College International Center.
- 2002, April 12. Program. "Teaching and Learning about the Middle East: Information, Best Practices, and Resources." 2 copies.

#### **Folder 3 – International Student Center Trips to Eastern Europe (1983-84, 1988-89)**

- c. 1983. Loose paper. Includes information on an event being held December 8 at BHCC for a tour group to watch Soviet era films.
- c. 1983. Document. Includes information on the people going on the December 1983- January 1984 trip.
- 1983, November 14. Letter. From: Linda Weinstein. Re: Books available in the BHCC library.
- 1983, November 21. Form. Includes information on visa applications and an attached page with the travelers' information. 2 p.
- 1983, November 23. Letter. From: Linda Weinstein. To: Embassy of the Union of Soviet Socialist Republics. Re: Visa application.
- 1983, December 28. Flyer. "Winter Festival in Russia."
- 1984, May 14. Letter. From: Linda Weinstein. To: Mr. Sergei Nikitin, Director of Intourist. Re: Future tour group. Includes a copy of a previous letter. 2 p.
- 1987, Fall. Document. "On Exchange in Budapest." 3 p.
- c. 1988. Loose paper. Includes the names and information of the people traveling to Russia.
- 1988, Fall. Syllabus. History of Western Civilization I. Philip Kukura. Includes an advising contact form on the back. 2 p.
- 1988, October 25. Loose paper. Includes a note to Philip Kukura about the trip itinerary, which is also included. 5 p.
- 1988, November 9. Letter. From: Philip F. Kukura. To: Jean Marcus. Re: Eastern Europe itinerary. 2 p. 2 copies of letter.
- 1988, November 10. Loose paper. A receipt of message confirmation.
- 1988, November 10. Letter. From: Jean. To: Phil [Kukura]. Re: Eastern Europe program.
- 1988, December 15. Letter. From: Jim Durgan. To: Linda Weinstein. Re: July 7 – 26 Eastern Europe Tour. 2 p. 2 copies.

- 1988, December 16. Letter. From: Peg Willard. To: Philip Kokura. Re: Rates for Eastern Europe trip. Includes the overnight letter receipt. 2 p.
- 1988, December 30. Letter. From: Jean L. Marcus. To: Philip Kukura. Re: CIE trip costs. Includes financial information and 4 business cards. 3 p.
- 1989, July. Document. "Proposed Itinerary for Trip to Eastern Europe." Includes a schedule for 21 days. 2 p. 4 copies.
- 1989, July. Document. "Proposed Itinerary for Trip to Eastern Europe." A different version of the itinerary. Includes 2 copies of the second page. 2 p.
- 1989, January 4. Memo. From: A. J. Pitkin. To: Nancy Kukura, Phil Kukura, Norita Lee, Linda Weinstein. Re: Follow-up on today's meeting on Eastern Europe. 2 copies.
- 1989, January 6. Letter. From: Peg Willard. To: Philip Kukura. Re: Quotes for Eastern Europe trip. 3 p. 2 copies.
- 1989, July. Document. "Itinerary for Trip to Eastern Europe." 2 p. 2 copies.
- 1989, July 5-25. Flyer. "Join Us on the Bunker Hill Community College Study Tour: Exploring Eastern Europe." 2 copies.
- N.D. Brochure. "World Student Insurance Service, Inc." 5 p.
- N.D. Flyer. "Ten Commandments of a Good Traveler."
- N.D. Memo. From: Linda Weinstein. To: Dean Kathleen Assar. Re: Status of time away from the College while leading a tour to the Soviet Union.
- N.D. Memo. From: Philip Kukura & Linda Weinstein. To: Faculty & Staff. Re: Trip to the Soviet Union.
- N.D. Loose paper. Includes handwritten notes on financial aid information for the Soviet Union trip.
- N.D. Loose paper. Handwritten notes on travel plans and the payment process. 2 p.
- N.D. Document. "Travel to East Europe." Includes detailed information on the BHCC sponsored trip to Eastern Europe. 2 p. 2 copies.
- N.D. Document. "Trip Announcement." Includes an overview of the 21 travel/study trip to Eastern Europe. 2 copies.
- N.D. Document. "Eastern European Trip." Includes information on the Eastern Europe trip locations and the course credit. 2 p.
- N.D. Loose paper. Handwritten notes from the International Center.
- N.D. Memo. From: Linda Weinstein. To: Dean Brent Bonah. Re: A reconsideration of status of time away from the College leading a tour to Eastern Europe.
- N.D. Magazine. "Student Travel Catalogue." Council on International Educational Exchange. 65 p. 2 copies.

- N.D. Flyer. "Join Us on the Bunker Hill Community College Study Tour: Exploring Eastern Europe." Includes a handwritten note. 2 p.
- N.D. Loose paper. Includes contact information and other trip-related notes.
- N.D. Document. "Bunker Hill Community College Study Tour: Exploring Eastern Europe."
- N.D. Loose paper. Notes on Potential Travel Plans and Companies. 6 p.
- N.D. Loose paper. Notes on travel plans and the different stops on the Eastern Europe trip.
- N.D. Loose paper. Handwritten travel notes on the costs of the trip. 2 p.
- N.D. Loose paper. Handwritten notes on the trip costs and visas. 4 p.
- N.D. Business card. Includes Peg Willard's information at Garber Travel.
- N.D. Loose paper. Handwritten travel notes on train and flight departures and arrivals and itinerary information. 8 p.
- N.D. Flyer. "Hill's Office Supplies." Includes information on the costs of fax services.
- N.D. Document. "Program Title: CIE Kukura." Includes a handwritten note with itinerary information. 2 copies.
- N.D. Folder. Includes a copy of the itinerary, program information, and a contact card taped on the inside.

#### **Folder 4 – International Student Center, 1986-1994**

- 1982, May 14. Memo. From: Claire Shea. To: John Hawkins. Re: Plaque. (Memo has translation of plaque given to college by visiting Taiwanese professors)
- 1985, August. Handbook. "Developing Study Abroad Programs. Faculty Guidelines." 24 p.
- 1986, Spring. Brochure. "Semester in Great Britain." 2 copies.
- 1988. Brochure. "International Studies Program."
- c. 1989. Document. "The International Studies Program of Bunker Hill Community College." 2 p.
- 1991. Essay. "Proven New Programs in International Education." Kelleher, Ann. 8 p.
- 1994, Summer. Newsletter. *The Key Reporter*. V. 59, N. 4. Includes articles on international education and Fullbright Scholars. 15 p.
- N.D. Booklet. "Guide for Foreign Students Studying in Seville." 16 p.

#### **Folder 5 – International Student Center Ad Hoc International Program Advisory Committee 1987-1988**

- 1987, July 8. Letter. From: Harold E. Shively. To: Philip Kukura. Re: Ad Hoc International Programs Advisory Committee. 2 copies.
- 1987, July 15. Loose paper. Handwritten note from Philip Kukura to A.J. about a student's travel costs.
- 1987, July 22. Document. "The Commonwealth of Massachusetts: Bunker Hill Community College Travel Approval." Includes multiple documents related to Philip Kukura's travel approval, including tickets, an estimate form, and a voucher. 6 p.
- 1987, August 18. Letter. From: Donald R. Matthews. To: Philip Kukura. Re: Ad Hoc International Programs Advisory Committee. Includes a document that explains the purpose of the committee. 4 p.
- 1987, August 27. Memo. From: Donald R. Matthews. To: Members of the Ad Hoc International Programs Advisory Committee. Re: Change of date for first meeting.
- 1987, September 15. Memo. From: Donald R. Matthews. To: B. Bonah, J. Bethoney, L. Kronemer, E. Kerr, P. Kukura, R. Richards, M.E. Thompson, T. Wylie. Re: Ad Hoc International Programs Advisory Committee Meeting and Agenda.
- 1987, September 16. Memo. From: Donald R. Matthews. To: B. Bonah, J. Bethoney, L. Kronemer, E. Kerr, P. Kukura, R. Richards, M.E. Thompson, T. Wylie. Re: Ad Hoc International Programs Advisory Committee Meeting Minutes. Includes a copy of a minutes, some handwritten notes, and forms requesting funds. 6 p.
- 1987, September 24. Newsletter. "Ad Hoc International Programs Advisory Committee." *The Faculty and Staff Newsletter*, v. 16 #5. 4 p.
- 1987, September 29. Memo. From: Donald R. Matthews. To: A.J. Pitkin, B. Bonah, J. Bethoney, L. Kronemer, P. Kukura, R. Richards, M.E. Thompson, T. Wylie, Ed. Kerr. Re: Ad Hoc International Programs Advisory Committee Meeting Minutes. 3 p. 2 copies.
- 1987, September 29. Loose paper. Handwritten notes on the committee meeting.
- 1987, September 29. From: Committee on International Visitors/Academic Exchanges. To: Ad Hoc International Programs Advisory Committee. Re: Meeting.
- 1987, September 29. Memo. From: Donald R. Matthews. To: Ad Hoc International Programs Advisory Committee Members. Re: Agenda for September 29 meeting.
- 1987, October 22. Memo. From: Tom Wylie. To: Ad Hoc International Programs Advisory Committee. Re: Summary of topics discussed by the Committee on International Visitors and Academic Exchanges.

- 1987, October 26. Memo. From: D. R. Matthews. To: J. Bethoney, B. Bonah, E. Kerr, L. Kronemer, P. Kukura, A.J. Pitkin, R. Richards, M.E. Thompson, and T. Wylie. Re: AHIPAC minutes, meeting, and agenda. Includes a copy of the minutes. 3 p.
- 1987, November 5. Memo. From: Brent Bonah. To: Ed Kerr, Phil Kukura, Kalimah Nur, Roger Richards, Marilyn Zwicker. Re: Curriculum Sub-committee Meeting, Ad Hoc International Programs Advisory Committee.
- 1987, November 5. Memo. From: Donald R. Matthews. To: J. Bethoney, B. Bonah, E. Kerr, L. Ismail-Kronemer, P. Kukura, E. Kerr, A.J. Pitkin, M.E. Thompson, R. Richards, T. Wylie. Re: Minutes of the October 27 meeting. Includes a copy of the minutes. 3 p.
- 1987, November 9. Memo. From: Brent Bonah, Chair Curriculum Sub-Committee. To: Don Matthews, Chair, Ad Hoc International Advisory Committee. Re: Suggestions of possible activities.
- 1987, November 9. Loose paper. Handwritten notes on the committee meeting. 2 p.
- 1987, November 17. Memo. From: Donald R. Matthews. To: J. Bethoney, B. Bonah, E. Kerr, L. Ismail-Kronemer, P. Kukura, A.J. Pitkin, M.E. Thompson, R. Richards, T. Wylie. Re: Minutes of the November 10 meeting. Includes a copy of the minutes. 2 p.
- 1987, November 27. Memo. From: Donald R. Matthews. To: J. Bethoney, B. Bonah, E. Kerr, L. Ismail-Kronemer, P. Kukura, A.J. Pitkin, M.E. Thompson, R. Richards, T. Wylie, Richard Chaisson, Kathy Elcox. Re: Minutes of the November 24 meeting. Includes a copy of the minutes. 5 p.
- 1987, December 27. Document. "Report to the President: International Programs Ad Hoc Committee."
- 1988. Brochure. "International Studies Program." 2 copies.
- 1988, March 2. Memo. From: Donald R. Matthews. To: J. Bethoney, B. Bonah, E. Kerr, L. Ismail-Kronemer, P. Kukura, A.J. Pitkin, R. Richards, T. Wylie, Richard Chaisson, Kathy Elcox. Re: Ad Hoc International Programs Advisory Committee Final Report. Includes a draft of the final report. 7 p.
- 1988, April 11. Memo. From: Donald R. Matthews. To: J. Bethoney, B. Bonah, E. Kerr, L. Ismail-Kronemer, P. Kukura, A.J. Pitkin, R. Richards, T. Wylie, R. Chaisson, K. Elcox, J. Jillson. Re: AHIPAC Final Report. Includes a copy of the report. 18 p.
- 1988, May 23. Memo. From: Donald R. Matthews. To: J. Bethoney, B. Bonah, E. Kerr, L. Ismail-Kronemer, P. Kukura, A.J. Pitkin, R. Richards, T. Wylie, R. Chaisson, K. Elcox, J. Jillson. Re: AHIPAC Final Report. Includes a memo from President Shively. 4 p.

- 1988, October 27. Memo. From: A.J. Pitkin. To: Title VI Committee. Re: Follow-up on October 26 meeting. 3 p.
- 1987, October 27. Chart. "BHCC Day Division Foreign Visa Students." 2 p.
- N.D. Document. "Announcing International Studies Certificate Program." 2 p.
- N.D. Document. "Outline of Four Approaches to Global Studies." 4 p.
- N.D. Loose paper. Handwritten notes for the program advisory committee.
- N.D. Loose paper. Handwritten notes on 'Avoiding the Elephant and the Blind Man.'
- N.D. Article. "Avoiding the Elephant and the Blind Men." Kelleher, Ann. 7 p. 2 copies.
- N.D. Memo. From: R. Brent Bonah. To: Philip Kukura. Re: Global/International Subcommittee.
- N.D. Document. "International Programs Subcommittees."
- N.D. Document. "Cross-Cultural Orientation Workshops."

#### **Folder 6 – International Student Center Ad Hoc International Program Advisory Committee 1988-1995**

- 1988, April 19. Memo. From: Kathleen E. Assar, Dean of Academic Affairs. To: All Faculty. Re: Application for a Title VI Grant for Undergraduate International Studies and Foreign Language Program. 2 p.
- 1988, November 4. Proposal. "International Studies Certificate." Submitted to the United States Department of Education. Office of International Programs. 40 p. 2 copies.
- 1989, May 1. Document. "Budget Forms: Revised 5/1/89." Includes departmental budget information. 3 p.
- 1989, May 15. Memo. From: Roger Richards, Dean of Academic Affairs. To: All Faculty. Re: Title VI International Curriculum Grant.
- 1989, Fall. Newsletter. "Update." *Geography Education*. National Geographic Society. 16 p.
- 1989, September 15. Memo. From: Shirley Cassara. To: All concerned with Title VI. Re: Next week's schedule.
- 1989, November 8. Memo. From: Dr. Shirley Cassara. To: All concerned with Title VI Grant. Re: Next meeting's agenda.
- 1989, December 6. Memo. Re: All those concerned with Title VI grant.
- 1990, February 12. Memo. From: Sheila Amirnazari. To: All concerned with Title VI. Re: Periodical Reading. Includes an article on international professionals on university campuses. 8 p.

- 1990, February 14. Memo. From: Sheila Amirinazari. To: All Concerned with Title VI. Re: Minutes of Meeting on February 7, 1990.
- 1990, February 22. Memo. From: Piedad F. Robertson. To: Brent Bonah, Shirley Cassara, Sharda Gupta, Harriet Hutchinson, Phil Kukura, Don Matthews, Estelle Resnik, Roger Richards, Bob Ross, Melinda Smutek, Kate Sullivan, Anna Tsakarissianos, and Sik-Wing Yeung.
- 1990, March 14. Memo. From: Sheila Amirinazari. To: All concerned with Title VI. Re: Minutes of meeting on March 8, 1990. Includes a copy of an article on curriculum changes in relation to international departments. 5 p.
- 1990, April 4. Memo. From: Sheila Amirinazari. To: All concerned with Title VI Grant. Re: Cancellation of meeting. Includes documents that describe two prominent organizations in international studies, NAFSA and SIETAR. 11 p.
- 1990, April 18. Memo. From: Sheila Amirinazari. To: All concerned with Title VI Grant. Re: Meeting on April 26, 1990. Includes a copy of the Continuation Application for the Title VI Grant. 4 p.
- 1990, August 29. Memo. From: Donald R. Matthews. To: S. Amirinazari; K. Assar; J. Bethoney; B. Bonah; J. Bonanno; J. Bowe; S. Cassara; S. Gupta; H. Hutchinson; H. Knight; P. Kukura; R. Richards; B. Ross; M. Smutek; K. Sullivan; A. Tsakarissianos; Sik-Wing Yeung. Re: International Students/Programs Meeting.
- 1990, September 6. Memo. From: Donald R. Matthews. To: S. Amirinazari; K. Assar; J. Bethoney; B. Bonah; J. Bonanno; J. Bowe; S. Cassara; S. Gupta; H. Hutchinson; H. Knight; P. Kukura; R. Richards; B. Ross; M. Smutek; K. Sullivan; A. Tsakarissianos; Sik-Wing Yeung. Re: International Students/Programs Meeting.
- 1990, September 20. Memo. From: Donald R. Matthews. To: President Robertson; S. Amirinazari; J. Bethoney; B. Bonah; J. Bonanno; J. Bowe; S. Cassara; S. Gupta; H. Hutchinson; H. Knight; P. Kukura; R. Richards; B. Ross; J. Sandford-Harris; M. Smutek; K. Sullivan; A. Tsakarissianos; Sik-Wing Yeung. Re: International Students/Programs Meeting. 4 p.
- 1990, September 26. Loose paper. "International Curriculum Advisory Committee." Handwritten notes on committee concerns. 2 p.
- 1990, October 18. Memo. From: Brent Bonah. To: S. Amirinazari; J. Bethoney; J. Bonanno; J. Bowe; S. Cassara; C. DiMaggio; S. Gupta; H. Hutchinson; H. Knight; P. Kukura; R. Richards; B. Ross; J. Sandford-Harris; M. Smutek; K. Sullivan; A. Tsakarissianos; Sik-Wing Yeung. Re: International Students/Programs Meeting CHANGE.
- 1990, October 22. Memo. From: Sheila Amirinazari. To: All concerned with Title VI Grant. Re: Minutes of meeting on September 26, 1990. 2 p.

- 1990, October 22. Memo. From: Sheila Amirinazari. To: All concerned with Title VI Grant. Re: Meeting's schedule.
- 1990, October 24. Loose paper. Handwritten notes on the Title VI Grant.
- 1995, January 30. Memo. From: C. Scully Stikes, President; Frank Schorn, Assistant to the President/International Programs. To: International Advisory Committee Members. Re: International Advisory Retreat Follow-up. Includes a list of those on the committee and a copy of a report on BHCC's visit to South Africa. 30 p.
- N.D. Document. "Notes from December 7 Meeting."
- N.D. Loose paper. Handwritten notes on someone named Jamie Cloud.
- N.D. Loose paper. Handwritten notes on a meeting for a subcommittee on international programs and a copy of the observations/findings of the committee.

#### **Folder 7 – International Student Center 1990-2002**

- 1990, April 24. Presentation. "Supplementary information for President's Commission on Foreign Languages and International Studies: A Decade of Progress." AACJC Convention, Seattle, WA. Presented by Mary L. Fifield. 31 p.
- 1993. Handout. "Scholarships for International Students." Created by Mariere, Betsy V.G. 28 p.
- N.D. c. 1995. Document. "The University of Greenwich Student Exchange Program – Denise Rico/George O'Connor/and Ryan Crowell." 2 p. 2 copies.
- 1995, March 25. Letter. From: Tim Marshal [AED Training Specialist]. To: Frank Schorn. RE: Assistance in creating BHCC's "Hotel, Restaurant, and Tourism Training for 15 participants from Russia." AED proposal. Includes Request for program design; and AED Short-term training program guidelines for fee for service placement. 13 p.
- 1995, November 29. Letter. From: Thomas Wylie [Tom Wylie]. To: George O'Connor and Denise Rico. RE: Stay in UK, and plans for final exams.
- 1996, February 6. Memo. From: Tom Wylie. To: Academic Deans: Paul Rivers; Gwen Spencer-Shelton; Mike McSweeney; Kate Cauble; William Sakamoto; Wilma Bonaparte. RE: Attached Materials. Includes BHCC Capability Statement for International Education and Training; "U.S. Risks Losing Competitive Edge" article; and "Assessing the International Nature of Your Campus." article. 12 p. 2 copies.
- 1996, April 5. Memo. From: Tom Wylie. To: James Ware; Paul Rivers. RE: Attached Proposal for Azerbaijan Follow-On Training. Includes letter from Tom



Wylie to Andrew Wilson; and Proposal for NET Project Azerbaijan Follow-On Training Program. 10 p.

- 1996, April 10. Memo. From: Tom Wylie. To: James Ware; Paul Rivers; Gwen Spencer-Shelton; Mike McSweeney; Kate Cauble; Bill Sakamoto; Wilma Bonaparte; Judith Sanford Harris; Janet Sortor; Susan Donnelly. RE: Discussion on International Education. 15 p. Includes the following materials.
  - 1995, October 25. Memo. From: Tom Wylie. To: Academic Deans and Administrative Staff of Academic Affairs. RE: International Education at BHCC – Review and discussion. 4 p.
  - 1996, February. Proposal. “A Module Faculty Exchange Program.” Tom Wylie/Office of International Education. 2 p.
  - 1996, February 26. Proposal. “Certificate in International Studies.” 2 p.
  - 1996, February 1. Report. “Capability Statement International Education and Training.” 6 p.
- 1996, May 13. Letter. From: David Williams. To: Tom Wylie. RE: Exchange Programme Update.
- 1996, July 23. Memo. From: Thomas Wylie, Associate Dean of Academic Affairs. To James Ware, Vice President of Academic Affairs and Paul Rivers, Dean of Business and Community Service. Re: AED Proposal for Follow-On Training in Azerbaijan. Includes a copy of a letter and the proposal. 8 p.
- 1996, July 24 Memo. From Dr. Thomas Wylie, Associate Dean of Academic Affairs. To: James Ware, Vice President of Academic Affairs and Paul Rivers, Dean of Business and Community Service. Re: AED proposal for project with Ukraine. Includes a copy of a letter. 3 p.
- 1996, September 19. Memo. From: Professor Marshall Nanis. To: Paul Rivers; Professors Joseph Bentley; Sharda Gupta; and John Vaccaro. RE: Liaoning Taxation College, China. Includes “A Survey of the College” which summarizes the Liaoning Taxation College’s history.
- N.D. c. 1996. Loose paper. “The University of Greenwich Student Exchange Program – Lee Marie Stafford”
- 1996, October 1. Email. From: David. To: Tom Wylie. RE: Updates on Lee.
- 1996, October 1. Memo. From: Professor Marshall Nanis. To: Dean Tom Wylie. RE: India Report.
- 1996, October 11. Memo. From: Thomas Wylie [Tom Wylie]. To: Paul Rivers; Cheryl Senato; Marshall Nanis. RE: Inquiry from Shandong Tourism School, China via Middlesex Community College [MCC]. Includes fax from Shandong Tourism School’s president Xueyi Zhao to MCC regarding Bunker Hill. 3 p.
- c. 1997. Document. “Conditions to follow on training mission Baku Feb. 1997.”

- c. 1997. Loose Paper. Projected budget for NET project Baku, Azerbaijan plan.
- 1997. Proposal/Report. "NET Project: Azerbaijan Follow-On Training Program in Small Business Development Baku, Azerbaijan February 24-28, 1997." Submitted to Office of International Education. Wylie, Thomas. 5 p.
- 1997, January 10. Memo. From: Michele Moore. To: Tom Wylie. RE: Azerbaijan project follow up.
- 1997, April 2. Memo. From: Tom Wylie. To: Janet Sortor. RE: Final Payment on Azerbaijan Project.
- 1997, July 8. Memo. From: Thomas Wylie. To: Mary L Fifield; James Ware; Paul Rivers; Joe Bentley; David Dow; Chuck Shairs; Barbara Mirabello; Mary Todd. RE: Visit of Representatives from Liaoning Taxation College People's Republic of China. Includes Agenda for visit occurring on July 14, the representatives and a brief document on the college's history.
- 1997, July 15. Agenda. "Visit of Ian F. Burke Training Coordinator and Senior Lecturer School of Business Administration University of Greenwich, UK."
- 1998, April 16. Memo. From: Tom Wylie. To: Mary Fifield and James Ware. RE: Out-of-State-Travel Request for Professor Joe Bentley. Includes out-of-state travel approval form, letter from Lin Shubao [president of Liaoning Taxation College] to Joseph Bentley inviting to the college; other information regarding the Liaoning College is also present. 6 p.
- 1999. Pamphlet. "Spanish Immersion Program in Puerto Rico Summer 1999."
- 1999, September 23. Flyer. Opening Celebration for BHCC International Center.
- 1999, September 23. Letter. From: Lourdene Huhra. To: "Colleague" RE: International Center Faculty/Staff Survey. Includes survey of International Experiences/Interests of Faculty and Staff. 3 p. 2 copies (one copy has a raffle ticket attached)
- 1999, October. Data. "Bunker Hill Community College International Center: Summary of International Experience/Interests of Faculty and Staff." 2 p.
- 1999, October 21. Flyer. International Center's first International Dinner: "A Chinese Banquet."
- 1999, November 30. Flyer. International Center Greek Dinner for Faculty/Staff.
- 2000, February 10. Flyer. New International Students Dessert reception.
- 2000, February 24. Flyer. International Center faculty/staff Thai Dinner Event.
- 2000, March. Flyer. "International Center Activities Calendar, March and April 2000."
- 2000, March 21. Flyer. "International Center Brown Bag Lunch: Islam and the 21<sup>st</sup> Century."

- 2000, April 27. Flyer. "International Center Indian Dinner."
- c. 2000. Document. "Bunker Hill Community College International Center Mini-Grant Policies and Procedures." 3 p.
- 2001, Summer. Handbook. "International Student Handbook." 39 p.
- 2002, Fall. Flyer. "BHCC Study Abroad Scholarships." International Center. 2 copies.
- 2001. Flyer. "International Professional Development Seminars for Faculty."
- 2001, September 13. Memo. From: Kerry Gonzales [International Student Advisor]. To: BHCC Faculty and Staff. RE: Global Learners: The BHCC International Friendship Program. Includes Global Learners Brochure. 3 p.

**Binder – Give your Course An International Perspective.**

- 2001, November 6/14. Compiled Document Binder. "Give Your Course an International Perspective." Binder includes Project Guidelines, Course Syllabi for courses that applied to project (Psych 124: Adolescent and Adult Development; ECE 102: Issues on Early Care and Education), Other Teaching Modules and Resources for Educators. 184 p.

**Folder 8 – International Student Center 2002-2005**

- 2002, February 7. Flyer. "Reception to Welcome New International Students."
- 2005, Fall. Flyer. "BHCC Study Abroad Scholarships." International Center.

**Folder 9 – International Student Center International Education Committee 1999-2000**

- 2000-2001. Handbook. International Professional Development Grant and Scholarship Opportunities for BHCC Faculty. Sponsored by BHCC International Center. 18 p.
- 2001. Handbook. International Faculty Development Seminars. Council on International Educational Exchange. 29 p.

**Folder 10 – International Faculty Exchange**

- 1984, December 7. Letter. From: President Shively. To: Principal Austin, Accrington and Rossendale College. Re: Faculty exchange between BHCC's Robert Carlson and Accrington and Rossendale's Trevor Scott. 2 p.
- 1984, December 14. Memo. From: President Shively. To: Betty Tenore. Re: exchange with Surinam.
- 1985, September 6. Memo. From: Brenda Robinson. To: Ted Carlson, et al. Re: Documents related to Surinam exchange.
- 1985, August. Handbook. "Exchange Teaching and Administrating Opportunities." 12 p.

- 1995, September 23. Memo. From: President Shively. To: Betty Tenore, Henriette Huybregts, and Ted Carlson. Re: Surinam.
- 1985, October 3. Letter. From: International Education Director Brenda S. Robinson. To: Trevor Scott of Accrington and Rossendale College. Re: His visa. 2 p.
- 1986, July 18. From: Miles Lovelace. To: Claire Shea. Re: Per Diem Allowances for the Suriname Project Participants.
- 1995, October 4. Memo. From: Dr. Thomas Wylie [Tom Wylie]. To: James Ware; Paul Rivers; Marshall Nanis. RE: Visit to BHCC by Mike Travis of the University of Greenwich. Includes Student Exchange Discussion Meeting Agenda and email exchange between Kate and Tom Wylie regarding Mike's visit. 3 p.
- 1995, December 4. Letter. From: Tom Wylie. To: Mary Spence. RE: Faculty exchange proposal. Includes "A Module Faculty Exchange Program" Proposal. 4 p.
- 1996, March 13. Memo. From: Tom Wylie. To: Paul Rivers and Marshall Nanis. RE: Attached Inquiry from the University of Grennwich. Includes emails from David Williams to Tom Wylie. 3 p.
- 1996, March 14. Memo. From: Tom Wylie. To: James Ware; Paul Rivers; Marshall Nanis. RE: Attached from University of Greenwich. Includes email from Lesley Catchpowle to Tom Wylie. 2 p.
- 1996, March 21. Email. From: Lesley Catchpowle. To: Tom Wylie. RE: Exchange visit.
- 1996, March 28. Memo. From: Andrew Wilson [NIS Exchanges and Training (NET) Follow on]. To: Thomas Wylie. RE: Small Business Development Follow-on Activity (Azerbaijan). Includes Follow-On Activity Statement of Work Attachment. 4 p.
- 1996, March 28. Memo. From: Tom Wylie. To: James Ware. RE: Attached from University of Greenwich (short-term faculty exchange). Includes email from a Greenwich professor to Tom requesting the exchange. 2 p. 2 copies.
- 1996, July 1. Memo. From: Thomas Wylie. To: James Ware and Paul Rivers. RE: AED Proposal for project with Ukraine.
- 1996, July 24. From: Dr. Thomas Wylie, Associate Dean of Academic Affairs. To: James Ware, Vice President of Academic Affairs, Paul Rivers, Dean of Business and Community Service, Professors Mark Sheehan, Marshall Nanis, Joseph Bentley, and Sharta Gupta. Re: Additional information on AED proposal for project with Ukraine. Includes a copy of a letter. 3 p.
- 1996, July 30. From: Thomas Wylie, Assoc. Dean of Academic Affairs. To Jim Ware, Vice President of Academic Affairs, Paul Rivers, Dean of Business and

Community Service, Joseph Bentley, Professor of Business Administration. Re: Request from Liaoning Taxation College, China. Includes a copy of a letter, a chart, and a survey of the college. 4 p.

- 1996, September 26. Email. From: Ismael Suarez. To: Tom Wylie. RE: Last Message (discussing sending faculty from the Interamerican University of Puerto Rico to BHCC for Hospitality program.)
- 1996, November 20. From: Tom Wylie. To: Janet Sortor. Re: Payment from AED for Follow-on-Training in Baku, Azerbaijan. Includes invoice information. 4 p. 2 copies.
- 1996, December 14-20. Proposal. "NET Project. Azerbaijan Follow-On Training Program. Small Business Development Baku, Azerbaijan." Thomas Wylie, Office of International Education. Includes a handwritten note. 5 p. 2 copies.

#### **Folder 11 – International Center proposal reports.**

- 1994, January. Report. "InterAmerican University of Puerto Rico and Bunker Hill Community College A Joint Proposal for an Associate in Arts Degree: Culinary Arts Concentration and Certificate Program." 26 p.
- 1994, August 18. From: Kathleen E. Assar. To: Frank Schorn; James Ware; Tom Wylie. RE: Enclosed report from A. Buccheri. Includes the following:
  - 1994, August 17. Memo. From: Arthur Buccheri. To: Kathleen Assar. RE: Fact Finding Mission.
  - 1994, August. Report. "Interamerican University Guayama, Puerto Rico Fact Finding Report." Submitted to Provost Kathleen Assar and the Office of International Programs. Buccheri, Arthur. 5 p.
  - 1994, August. Report. "InterAmerican University of Puerto Rico Guayama Campus and Bunker Hill Community College: A Joint Proposal for a Culinary Arts Certificate Program." Submitted to Provost Kathleen Assar and the Office of International Programs. Buccheri, Arthur P. Includes Certificate program information, and memos between Arthur and the leaders of the Guayama campus of the IAU regarding his findings, and steps to move forward with potential collaboration. 22 p.
- 1995, March 17. Report. "Report of visit and conference with Greenwich University, England – Woolwich Campus – contact David Williams." Nanis, Marshall. Includes black and white photos of Greenwich Campus and England. 8 p.
- 1995, March 24. Letter. From: Tim Marshall [AED Training Specialist]. To: Frank Schorn. RE: Request of materials to assist proposal creation for potential Hotel, restaurant, and tourism training for Russians in BHCC. Includes Frank Schorn's request for program design, and AED Short-term training program Guidelines. 13 p.

- 1995, April 3. Memo/Report. From: James A. Miller. To: James Ware. RE: Recent Visit to Inter-American University Fajardo Campus, Puerto Rico. Includes report to determine viability to developing Tourism Management program in IAU-Fajardo and schedule of James Miller's visit. 10 p.
- 1997, February 3. Report. "Report and Findings of Institutional Visits to Three Universities in England January 12-20, 1997." Submitted to Office of International Education. Wylie, Thomas F. Includes program for Tom Wylie's visit to a college, memo from Thomas Wylie to Ian Burke [Senior Lecturer at University of Greenwich] regarding Greenwich visit and Faculty exchange program proposal. 11 p.

**Folder 12 – Surendra Gupta's Report on Woolwich Campus Visit.**

c. 1997/1998. Report. Woolwich Campus Visit Report. Gupta, Surenda M. Includes email exchanges between Professor Gupta and two exchange students; Layout of University of Greenwich's academic programs for marketing and other Bachelor degrees; several Business exams from a variety of schools within the overarching Business "faculty;" Human Resource Management presentation; and survey questions. 101 p.

RG004.18 – Student Services

- c. 1973. Document. "Purpose and Mission Statement."
- 1973. Document. Informational packet about numerous services that the department of Student Services operates. 12 p.

004.18.01 – Student Services Annual Reports

Student Services Annual Reports (1973-1976) and Other Reports.

- 1973, Fall. Student Services Office.
- 1973, September 11. Memo. From: Pearl Waterhouse, Dean of Student Services. To: Faculty and Staff. RE: Pre-Questionnaire – Bunker Hill Community College's Student Expectations. Includes "Student survey –Let's look at some of BHCC's student expectations." 16 p. 2 copies. [check]
- 1973-1974 – BHCC Student Services. Annual Report. 17 p.
- 1974-1975 – BHCC Student Services. Annual Report. 25 p.
- 1975-1976 – BHCC Student Services. Annual Report. 26 p.
- c.1980-82. Report. "Biennial Report Division of Student Development For FY 80 and FY 81." Chisholm, Patricia E. [Dean of Student Services]. 32 p.

004.18.02 – Disability Services

**Folder 1: Disability Support Staff**

- 1992, May. Booklet. BHCC faculty/staff handbook of resources and services for disabled students. 9 p.
- 2001. Booklet. Disability Laws in Massachusetts. 31 pages. 2 copies.

- C. 2010. Booklet. "Faculty guidelines for students with disabilities." 9.
- N.D. PowerPoint presentation handout. "Which One Applies? How Do They Interact?" 24 p. 2 copies.
- N.D. Checklist. "Job Description and Job Qualifications. 4 pages.
- N.D. Booklet. "Faculty Guidelines for Students with Disabilities." 9 p.
- N.D. Booklet. "Faculty Guidelines for Students with Disabilities." 12 p.
- N.D. Booklet. "Faculty Guidelines for Students with Disabilities." 10 p. 2 copies.
- N.D. Document. "Recruitment, Advertising, Job Application Procedures." 6 p.

### **Folder 2: Disability Handbooks**

- FY1992-1993. Annual report. "BHCC Health and Handicap Services." Kathleen Elcox – Director, William Elliot – Disabled Student Advisor.
- 1992, May. Booklet. "BHCC Faculty/Staff Handbook of Resources and Services for Disabled Students." 9 p. 2 copies.
- 1995, August. "BHCC Handbook of Resources and Services for the Disabled." 16 p. 2 copies.
- N.D. Pamphlet. Massachusetts Office on Disability. 2 copies.
- N.D. Pamphlet. "Interacting with People with Disabilities." Massachusetts Office on Disability.
- N.D. Booklet. "The College Student with a Disability: A Faculty Handbook." 34 p.

### **Folder 3: Disabilities Support Services**

- 1984, June. Newspaper article. News for the Rehabilitation Community. Vol. 5. No. 6.
- 1985, May. Newspaper article. News for the Rehabilitation Community. Vol. 6. No. 4.
- 1989, May 8. Memo. From: Kathleen Elcox, Kathleen McKenna, William Elliot, and Clare Niven-Blowers. Re: Learning Disabled Students.
- 1993. Annual report. Bunker Hill Community College. Health and Handicap Services. Handicapped Policy
- 1997, May 16. Newspaper clipping. "Teamsters donate computers for Bunker Hill disabled." Chelsea Record. 1 copy.
- 1997, May 20. Newspaper clipping. "Funding is donated for a Kurwzeil Computer System for education at Bunker Hill C.C." Malden Evening News. 1 copy.
- N.D. Document. "Resources Available for Disabled Persons at Bunker Hill Community College." Compiled by: Elcox, Kathleen M. 3 p.
- N.D. Document. "Division of Student Affairs: Assessment Planning." Office for Students with Disabilities. 2 p.

- N.D. Pamphlet. "Student Disability Support Services."
- N.D. Pamphlet. "Student Disability Support Services."
- ND. Participation evaluation.
- N.D. Document. "Interviewing Handicapped Individuals." 3 p.
- N.D. Document. "Myths Related to Handicapped Workers." 1 p.
- N.D. Document. Case Studies. 3 p.
- N.D. Document. "Fact Sheet: Community Colleges and Handicapped Students—Concerns and Resources." 3 p.
- N.D. Document. "Policy: Library Resources." 4 p.
- N.D. Report. "Your Responsibilities to Disabled Persons as a School or College Administrator." HEW Task Force on Public Awareness and the Rights of Disabled People. 19 p.

#### 004.18.03 – Health Services

#### 004.18.04 – Physical & Mental Health Services

#### 004.18.05 – Student Support Services

- 1998, September 22. Memo. From: Judith Sanford-Harris. To: President Fifield. RE: Textbook Assistance Program.
- 1998, December 4. Memo. From: Paul K. Richards. To: Maureen Pompeo. RE: Textbook Assistance Program.
- 2010-2011 Handbook.
- 2012. Handbook. "Guide to Student Support Services 2012-2013." 28 p.
- 2013-2014. Handbook. "Student Support Services 2013-2014." 37 p. 2 copies.
- 2014-2015 Handbook.

#### 004.18.05.01 – DISH

- 2018, October 11. Minutes. DISH Team Meeting.
- 2018, November 1. Agenda. The DISH. Includes a page with information on tasks. 2 p.
- 2019, August 13. Agenda. DISH Update Meeting.
- N.D. "DISH: Bunker Hill Community College Food Pantry." 2 copies.

#### 004.18.06 – Athletics

##### **Folder 1 – General Sports/Administrative**

- 1977. Document. "Region XXI: 1977-78 Directory." 7 pages.
- 1999, May. Article. "BHCC teams are reviewed." Juco Review. *Official NJCAA Magazine*.
- 1999, May 27. Press Releases. 9 pages.



- "Arlington Resident Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- "Berkley Resident Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- "Three Malden Residents Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- "Three Medford Residents Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- "Two Melrose Residents Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- "Salem Resident Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- "Saugus Resident Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- "Somerville Resident Recognized at Bunker Hill CC Athletic Banquet." 2 copies.
- N.D. Pamphlet. "Bunker Hill Community College Athletics Department Invites you to Walk Your Way to Health." 2 copies.
- N.D. Proposal. "Athletics Department. Submitted to the Division of Student Affairs: Assessment Planning. From: Khari Roulhac, Tracy Morin, and Joan Rossi. Includes tables. 5 pages.

#### **Folder 2 – Men's and Women's Basketball**

- 1997, June 24. Email. From: Kathy Giordano. To: William Craft. Re: information about B-Ball Jam.
- 1997, June 28. Document. "Client Booth Information B-Ball Jam." 2 copies.
- 1997, June 28. Document. Information sheet with information about how to organize B-Ball Jam. 2 copies.
- 1997, June 28. Document. "B-Ball Jam Budget."
- 1997, June 28. Document. "B-Ball Jam Expenditures/Perks." 2 copies.
- 1997, June 28. Flyer. B-Ball Jam and information about volunteering.
- 1997, June 28. Pamphlet. "3rd Annual Three-on-Three Basketball Tournament." 6 pages.
- 1997, July 2. Email. From: Kathy Giordano. To: Mary Fifield. Re: B-Ball Jam.
- 1997, July 14. BHCC Faculty and Staff Newsletter. "B-Ball Jam Tournament." 2 pages.
- 1997, August 7. Press release. "Bunker Hill Community College Participates In B-Ball Jam Tournament." 6 pages. 2 copies.
- 1998, January 9. Newspaper clipping. "North Shore sloppy in loss." *Daily Evening Item*. Moore, Harold R.
- 1999, February 22. Memo. From: Christopher Jones. To: The College Community. Re: Athletics/Men's Basketball. 2 copies.
- 1999, March 2. Memo. From: Paul K. Richards. To: The College Community. RE: Men's Varsity Basketball Team. 2 copies.
- c. 1999. Loose Papers. Coach Christopher Z Jones article profile. 2 p.

#### **Folder 3 – Men's/Women's Basketball News Clippings**

- 1998, January 9. Newspaper clipping. "North Shore sloppy in loss." *Daily Evening Item*. Moore, Harold R.
- 2005, March 11. Newspaper clipping. "Hoop dream realized." *Boston Globe*. McGrory, Brian. 2 copies.
- 2005, March 14. Newspaper clipping. "Victory at Bunker Hill." *Boston Globe*. Barbary, Joan.
- 2005, March 16. Newspaper clipping. "Monumental season for Bunker Hill." *Boston Herald*. 2 copies.
- 2005, March 16. Newspaper clipping. "Former RHS standouts are members of BHCC's championship-caliber basketball teams." *Revere Journal*.
- 2005, March 17. Newspaper clipping. "Big success, small stage." *Chelsea Record*.
- 2006, February 24. Newspaper clipping. "Massasoit men favored to win another state title." *Enterprise*. Fenton, Jim.
- 2006, February 27. Newspaper clipping. "Looking for the answer." *Enterprise*. Haglof, Jon.
- 2006, May. Magazine. "Juco Review Vol. 57. No. 9." Includes BHCC women's basketball player selected for Division III Second Team on page 17. 23 p.
- 2006, November 27. Online newspaper clipping. "Local Basketball Roundup: Basket Late in OT ruins Bryant's day." *projo.com [The Providence Journal]*.
- 2006, November 29. Newspaper Clipping. "Bridgewater State Men Hold on to Win." *Enterprise*. Includes game score of Massasoit vs Bunker Hill.
- 2006, December 1. Online Newspaper clipping. "Corning Community College hosts basketball tournament: Tarantelli Classic starts tonight." *Star-Gazette*. 2 p.
- 2007, January 11. Newspaper Clipping. "Tighe leads Stonehill women to victory." *Everett Leader-Herald News Gazette*. Includes final score of Massasoit vs Bunker Hill.
- 2007, June 20. Newspaper Clipping. "French Undergoes knee surgery." *Lynn Journal*.

#### **Folder 4 – Men's and Women's Soccer**

- 1975. Varsity Soccer Schedule. 2 copies.
- 1975. "Soccer Schedule."
- 1975(?). Report. "Soccer Club Budget Request." BHCC Soccer. Carlson, Robert(?). 2 pages.
- 1975, September 9. Letter. From: Harold E. Shively. To: Robert T. Carlson. Letter inviting Carlson position of soccer coach. 1 page.
- 1975, October 17. Letter. From: Richard Del Prete. To: Richard G. Rollins. Re: Your letter of Oct. 2, to Dr. Pearl Waterhouse. 1 page.
- 1976(?). Loose paper. "Pre-Eligibility Questionnaire." Department of Athletics. A form for students to fill out if interested in joining a sports club.

- 1976(?). Report. "Soccer Team Second Year Budget Request." BHCC Soccer. Carlson, Robert(?). 2 pages. 2 copies.
- 1976. Loose paper. "Soccer Schedule – 1976 Season."
- 1976, September 14. Letter. From: Wayne A. Unruh. To: Robert T. Carlson. 1 page. Letter from National Junior College Athletic Association.
- 1976, November. Letter From: Ted Carlson (Robert?). To: Soccer Coach (unknown). 3 pages. Carlson promotes BHCC and its soccer team.
- 1976, November 16. Loose Paper. "Region XXI final team records and All Region XXI Soccer Team (First and Second team listed). Note: Item severely faded and both sides were scanned to preserve materials and saved as PDF.
- 1977. Loose Paper. "Bunker Hill Community College Soccer Schedule 1977". 2 copies.
- 1977. Loose Paper. "Bunker Hill Community College Soccer Schedule 1977." Handwritten notes include scores for the games and overall BHCC soccer team season record. - Item Scanned to preserve materials and saved as PDF.
- 1978. Loose paper. "Bunker Hill Community College 1978 Soccer Schedule." 2 copies.
- 1978. Loose Paper. "Bunker Hill Community College 1978 Soccer Schedule." Handwritten notes include scores/overall team season record and game time changes. Item scanned and saved as PDF for preservation purposes.
- 1978. Loose paper. "Bunker Hill Community College Soccer 1978." A roster of players on the team in 1978.
- 1978, April 5. Memo. From: Bunker Hill Community College. To: Curry College. Re: Memorandum of Agreement. 2 copies.
- 1978, April 27. Letter. From: Ted Carlson. To: Hank Doherty. Re: Fall 1978 Soccer Schedule.
- 1978, June 16. Document. Athletic field permit.
- 1978, August 25 (postmark). Letter. From: Terry Fisher. To: BHCC Soccer Coach (Robert T. Carlson?). 2 pages. Letter asking BHCC Soccer Coach to send names of players; scouting.
- 1978, September 5. Letter. From: Jay Hoffman. To: Coach (Robert Carlson?). Letter about scouting. 1 page.
- 1978, October 14. Loose paper. "National Junior College Athletic Association Region XXI Service Bureau." Single page document that contains the scores of local soccer teams, including BHCC.
- 1978, October 28. Loose paper. "National Junior College Athletic Association Region XXI Service Bureau." Single page document that contains the scores of local soccer teams, including BHCC.
- 2006, September 8. Newspaper clipping. "Massasoit rolls to win." *Enterprise*.

- 2006, September 12. Newspaper clipping. "BCC's soccer suffers some tough luck on the pitch." *Herald News*.
- 2006, September 22. Newspaper clipping. "Bristol CC 3, Bunker Hill CC 0." *Herald News*.
- N.D. (c. 1975-1978?). Loose paper. BCHH Soccer roster. 2 copies. Both copies have handwritten notes (notes not same between copies).
- N.D. Bumper sticker. "It takes leather balls to play soccer." 2 copies.

#### **Folder 5 – Women's Softball and Men's Baseball**

- 1982, March 11. Letter. From: Harold Shively. To: Ted Carlson. Letter offering position of Women's Softball Coach to Carlson. Includes job description and game schedules. 4 pages.
- 1985. Document. "Women's Softball Schedule: 1985." Includes a table.
- 1985. Booklet. "Baseball/Softball Scorebook." 85 pages.
- 2006, April 11. Newspaper clipping. "Methuen freshmen make splash." *Eagle-Tribune (City Edition)*.
- 2006, April 13. Newspaper clipping. "Massasoit 19, Bunker Hill 7." *Enterprise*.
- N.D. Document. "Bunker Hill Community College Women's Softball Interest Roster."
- N.D. Loose paper. "Official Batting Order." Includes table with batting order.

#### 004.18.07 – Student Activities

##### **Folder 1 – Flyers, Pamphlets, and Posters:**

- 1975, November. "Dance or Party Suggestions." Carlson, Ted. 2 copies.
- c. 1975. "Bunky's Calendar of Events." includes written notes for sports games.
- 1978. Calendar. "Stayin' Alive – Month by Month." Features date for activities and their locations for the Fall and spring semester for 1978-79 school year.
- 1995, Spring. Program. "Film Series."
- 1996, Fall. Program. "Film Series."
- 1998, Fall. Flyer. "Evening Programs Fall '98."
- 1998, September 11. Flyer. "Student Government Elections."
- 1998, September 14. Flyer. "Campus Activities Board Presents: Dub Station."
- 1998-1999. Flyer. "Men's Basketball Schedule 1999-1998."
- 1999, April 28. Flyer. "Spring Day 1999: Featuring Capitol Recording Artist The Push Stars."
- 1999, April 28. Flyer. "We Dare You: Crazy Games."
- 1999, April 28. Flyer. "Spring Day is Coming and We Need Your Help."
- 1999, May 21. Flyer. "Help the Albanian Refugees."
- 1999, Fall. Flyer. "The 1999 Fall Film Series."
- 1999, October 22-23. Flyer. "Homecoming and Family Weekend."

- 1999, October 22-23. Poster. "Homecoming and Family Weekend."
- 2000. Flyer. "Welcome Week: Orientation 2000."
- 2000, Spring. "Film Series Spring 2000."
- 2000, June - August. Flyer. Orientation 2000: Coming Together for the New Millennium."
- 2016, April 27. Flyer. "Poetry Marathon."
- 2017. Flyer. "Go for the Gold: Striving for Academic Excellence and Recognition at Bunker Hill Community College." 2 copies.
- 2017. Flyer. "BHCC Celebrates Veterans Day." 2 copies.
- 2018, October 20. Flyer. "Family Day." 2 copies.
- 2018. Flyer. "BHCC Celebrates Veterans Day." 2 copies.
- No Year, January. Flyer. "Welcome Back Week."
- No Year, February. Flyer. "Celebrating African American Culture: Black History Month."
- No Year, February 3. Flyer. "International Students Club."
- No Year, February 3. Flyer. "Hospitality Club."
- No Year, February 3. Flyer. "The Real Life Christian Fellowship Club."
- No Year, February 3. Flyer. "MAES: Minority Association of Engineers and Scientist BHCC."
- No Year, February 3. Flyer. "Music Club."
- No Year, February 3. Flyer. "BHCC Drama Club."
- No Year, February 3. Flyer. "BHCC Student Success Club."
- No Year, February 3. Flyer. "Gospel Choir."
- No Year, February 5. Flyer. "Join the Islamic Students Association."
- No Year, February 5. Flyer. "The Haitian Club."
- No Year, February 5. Flyer. "Shockwaves."
- No Year, February 5. Flyer. "The Firm: BHCC Entrepreneurship Club."
- No Year, February 5. Flyer. "Criminal Justice Society."
- No Year, February 5. Flyer. "BHCC Art and Design Club."
- No year, February 10. Flyer. "The Arab Students Association."
- No Year, February 10. Flyer. "Math Club."
- No Year, February 10. Flyer. "Meditation and Wellness Club."
- No Year, February 10. Flyer. "Join the Foreign Languages Club."
- No Year, February 10. Flyer. "Join the Writer's Block."
- No Year, February 12. Flyer. "8 Unidos Club."
- No Year, February 12. Flyer. "Alpha Kappa Mu."
- No Year, February 12. Flyer. "Behavioral Sciences Club."
- No Year, February 12. Flyer. "WBCC Radio."
- No Year, February 14. Flyer. "Happy Valentine's Day."

- No Year, February 15. Flyer. "An Open Mike Extravaganza Celebrating Black History Month: Words of Passion."
- No Year, February 17. Flyer. "Developers Club."
- No, Year, March 16. Flyer. "Celebrate St. Patrick's Day."
- No Year, March 30. Flyer. "Changing the Face of Power: Women in Politics."
- No Year, May 6. Flyer. "The Haitian-Konbit Proudly Presents: Haitian Heritage Celebration. "
- No Year, September 14. Flyer. "International Students Club."
- No Year, September 14. Flyer. "Latin Dance Club."
- No Year, September 14. Flyer. "Asian Pacific Students Association."
- No Year, September 16. Flyer. "Campus Activities Board."
- No Year, September 16. Flyer. "The Haitian Club: First Meeting."
- No Year, September 16. Flyer. "Boston's Only Community College Radio Station WBCC: First Meeting of the Semester."
- No Year, September 16. Flyer. "The Third Rail: BHCC's Student Newspaper."
- No Year, September 21. Flyer. "Gay, Lesbian, Bisexual, and Transgender Student Union."
- No Year, September 28. Flyer. "Campus Activities Board Presents: Cheese Extravaganza."
- No Year, September 29. Flyer. "An Evening of Swing."
- No Year, September 29. Flyer. "Campus Activities Board Presents: Salsa."
- No Year, October 5 & 7. Flyer. "Men's Basketball."
- No Year, October 12. Flyer. "Celebrate National Coming Out Day."
- No Year, October 20. Flyer. "The Asian Pacific Students Association Presents: A Welcome Ceremony."
- No Year, October 21. Flyer. "International Carnival: A Celebration of Food, Music, Arts, and Dance."
- No Year, October 23. Flyer. "Multicultural Marketplace."
- No Year, November 4. Flyer. "BHCC Men's Soccer."
- No Year, November 18. Flyer. "The Haitian Club Presents: The Battle of Vertieres Celebration."
- No Year, December 2. Flyer. "Holiday Stroll."
- No Year, December 7. Flyer. "The Arabic Social Club Presents: A Celebration."
- No Year, December 14. Flyer. "Dance Mania."
- N.D. Pamphlet. "BHCC Community Center for Entrepreneurship: Held by BHCC Student Entrepreneur Club."
- N.D. Flyer. "Snack Attack: Food and Fun."
- N.D. Flyer. "Stressed Out by Finals: Take a Break on Us!"

- N.D. Flyer. "The Monday Evening Concert Series: The Hot Tomale Brass Band."
- N.D. Flyer. "SGA is here for you, but most importantly...SGA is you!"

**Folder 2 - On Campus Today Flyers:**

- 1998, September 9.
- 1998, September 24.
- 1998, November 5.
- 1998, November 9.
- 1999, January 27.
- 1999, February 4.
- 1999, February 10.
- 1999, February 17.
- 1999, February 22.
- 1999, February 23.
- 1999, February 24.
- 1999, February 25.
- 1999, March 1.
- 1999, March 2.
- 1999, March 3.
- 1999, March 4.
- 1999, March 9.
- 1999, March 11.
- 1999, March 16.
- 1999, April 6.
- 1999, April 7.
- 1999, April 8.
- 1999, April 11.
- 1999, April 14.
- 1999, April 15.
- 1999, April 20.
- 1999, April 21.
- 1999, April 22.
- 1999, April 27.
- 1999, April 28.
- 1999, May 4.
- 1999, May 10.

### **Folder 3 – Administrative Documents**

- N.D. Document. “Student Activities Office.” Includes tables. 4 pages. 2 copies.
- 1975, November. Document. “Dance or Party Suggestions” 2 copies.
- 1983, March 21. Letter. From: Lisa Sims; Paul K. Richards. To: Ted Carlson. RE: Thanks for participating in Casino Night event.
- 1994, January. Memo. From: Paul K. Richards. To: All Students Interested in Joining College Clubs. RE: Meeting Locations for Recognized Clubs.
- 1996, October 4. Memo. From: Paul Moda. To: Dr. Judith Sanford-Harris. RE: Constitution for Campus Crusade for Christ \* Real Life. 2 p.

#### RG004.18.08 – Student Volunteer Activities

- “Gear Up Mentor Program: Charlestown High.”
- N.D. Brochure. The Student Literacy Corps.
- N.D. Brochure. The Washington Education Project.
- 1990. Census Volunteer Questionnaire Assistance.
- Checklist for volunteers.
- Award letter to volunteer.

#### 04.18.09 – International Center

- N.D. brochure. “International center at bunker hill community college” 2 copies.
- 1999, September 23. Letter. From: Lourdene Huhra. To: Faculty and Staff. Re: Development of Programs for the International Center. 2 Copies. (Includes Survey for Faculty and Staff about their Experiences/Interests)
- 2000. Pamphlet. “Study tour to Greece: August 6 – August 19, 2000.” 2 copies.
- 2000, Spring. Magazine article. “Bunker Hill CC International Center, a Valuable Resource.” International News. 1 copy
- 2003, Spring. Magazine article. “Global Learning through Study Abroad Scholarships at Bunker Hill.” International News. 1 copy.
- 2003, Spring. Magazine article. “Planting the Seeds of Peace through the Internationalization of Higher Education.” International News. 2 copies.
- 2006, September 27. Newspaper clipping. “Bunker Hill Community College is recognized for its commitment to the international community.” Everett Independent. 1 copy.
- 1987. Memo. Liberal Arts Program review.

### **RG005 – Office of Diversity and Inclusion**

(note – many documents under this heading placed throughout archives, consolidate)



#### RG005.06 – Policies

- 1986-1989. Community College Affirmative Action Plan. Commonwealth of Massachusetts.
- 1993-1996. Affirmative Action Plan. Commonwealth of Massachusetts.
- 1993, November 10. Affirmative Action Plan, 1993-1996. Commonwealth of Massachusetts. Massachusetts Regional Community Colleges.
- Cover sheet, Memo. From: Lucy Lui, Affirmative Action Office. To: Administrative Council and Department Heads/ Supervisors. Re: System-wide Affirmative Action Plan.
- 1975, December. Affirmative Action/Equal Opportunity Program. Bunker Hill Community College. Charlestown, Massachusetts.
- 1994, January 5. Letter. From: Gayle A. Hersey. To: Lucy Lui. RE: Tactile Signage Inc. Free assessment to comply with American's with Disabilities Act (ADA).
- 1994, January 27. Letter. From: Milton Santiago. To: Gayle A. Hersey. RE: ADA signage
- 1994, April. Campus Component Affirmative Action Plan. Office of the President, Office of Affirmative Action.
- 1999-2000. Bunker Hill Community College Affirmative Action Plan.
- N.D. c. 2010s? Pamphlet. Informational pamphlet for Office of Diversity and Inclusion. Trifold 3 p.
- N.D. Loose papers. "Affirmative Action Brochure" 2p.

#### RG005.07 – Conferences and related

- 1994, April. Program. "Diversity Education Plan: 'Learning for the Diverse World.'" 2 p.
- 1998, November 9. Bunker Hill Community College. Jean A. Musiker, Esq., Sugarman, Rogers, Barshak, & Cohen, PC. Boston MA.
- 2000, May 24-25. Invitation. "Nursing in the Community: From Our Roots Into the Next Millenium"
- 2001, June 22. Flyer. "Latinos in Higher Education." 2 copies.
- 2001, June 22. Flyer. "Latinos in Higher Education."
- 2001, October 10. Memo. From: Pelonomi K. Khumoetsile-Taylor. To: Donna Tambascio. Re: Information for Latinos in Higher Education Press Releases.
- 2001, October 19. Flyer. "Latinos in Higher Education."
- 2002, May 3. Flyer. "The 8th Annual Undergraduate Conference." 1 p. 2 copies.
- N.D. Press Release. "Bunker Hill Community College Hosts Conference on Latinos in Higher Education."
- N.D. Press Release. "Bunker Hill Community College auspicia conferencia "Latinos en Educacion Avanzada."

#### RG005.08 -- Events

- 1998, April 9. Flyer. "Face to Face with Diversity." Photos by Doug Clifford, Collage by Michael Berger.
- 1999, November 3. Flyer. "In Honor of Scholarship: The Diversity Project."
- 2013. Flyer. "Office of Diversity and Inclusion Speaker Schedule." 2 copies.

### **RG006 – Student and Community Assistance Programs**

NOTE: Future record group for Single Stop program records

#### **Box 1**

##### **RG006.01 – Worker Assistance Center**

###### 006.01.01 – Letters and Memoranda

- 1984, April 4. Proposal. Title III funds in response to closing of Revere Sugar Plant. City of Boston Neighborhood Development and Employment Agency.
- 1984, April 17. Letter. From: Harold Shively. To: Ed Bartkiewicz of United Food and Commercial Workers Union. Re: Revere Sugar Plant closure. 2 copies.
- 1984, April 17. Memo. To: BHCC Staff. Re: Worker Assistance Program.
- 1984, April 25. Letter. From: Evelyn Murphy. To: Ruth Sherman. Re: Thanks for BHCC's efforts.
- 1984, May 14. Memo. From: Ruth Sherman. To: President Shively. Re: Activity update on Worker Assistance Center Statistics Current Through Friday, May 11, 1984.
- 1984, June 1. Letter. From: Harold Shively. To: Thomas Hantakas of Bakery and Confectionary Workers Union. Re: Schrafft's Candy Company closure. 2 copies.
- 1984, June 8. Fact Sheet: Time Frame on Revere Sugar Worker Assistance Project.
- 1984, July 3. Contract modification proposal to include Shrafft's employees in Worker Assistance Center.
- 1984, August 28. Letter. Re: costs incurred by BHCC related to WAC.
- 1984, October 31. Memo. From: Ruth Sherman. To: President Shively. Re: Worker Assistance Center update.
- 1984, November 14. Letter. From: Harold Shively. To: Paul Grogan. Re: Extending WAC operations. 2 copies.
- 1984, December 5. Memo. Re: New space for WAC.
- 1984, December 13. Letter. From: Patricia Hanratty. To: Ruth Sherman. Thanks for BHCC's efforts.
- 1984, December 17. Letter. From: Paul Grogan. To: Harold Shively. Re: Thank you.
- 1984, December 21. Memo. Re: Courses enrolled in by Worker Assistance Center Clients.
- 1984, December 26. Letter. Re: Costs incurred by BHCC related to WAC.

- 1985, January 22. Letter. From: Joan Rooney. To: Ruth Sherman. Re: Documentation for Title III funds.
- 1985, February 6. Memo. Re: Extension of contract for WAC.
- 1985, February 12. Letter. From: Ruth Sherman. To: Joan Rooney. Re: Requested information for Title III funds.
- 1985, February 25. Memo. Re: Location of WAC within BHCC.

#### 006.01.02 – Publicity and Media Coverage

- 1984, April 21. Press release. “Bunker Hill Community College Offers Free Tuition to Revere Sugar Displaced Worker and Spouses.”
- 1984, May 3. News article. “Assistance Offered For Malden-Medford Layoff Victims.” Source illegible.
- 1984, May 10. Article. “Bunker Hill Establishes a Job Assistance Center for Displaced Workers from the Revere Sugar Plant.” BHCC Faculty & Staff Newsletter.
- 1984, Summer. Article. “Worker Assistance Center at BHCC Established.” Perspective.
- 1985, Winter. Article. “Worker Assistance Project Finishes.” Perspective.
- N.D. News article. “Center to Help Laid-Off Employees. Local Employers, BHCC Assist Ex-Revere Sugar Employees.” Melrose Evening News.
- N.D. News feature. “Bitter from the Sweet: A Worker’s Story.” The Boston Phoenix. Matza, Michael.
- N.D. Essay. “The Community College and the Worker Assistance Center.” HBJ Media Systems. Reprinted from Dec/Jan 1985 AACJC Journal. Shively, Harold.

#### 006.01.03 – BHCC Application for “Keep America Working Award”

- 1985, January 11. Letter of support from Ed Bartkiewicz.
- 1985, January 17. Letter of support from Gerard Indelicato.
- 1985, January 21. Letter of support from Evelyn Murphy.
- 1985, January 21. Application letter submitted by Harold Shively.

#### RG006.02 – VITA Program (Volunteer Income Tax Assistance)

- 1995, February 24. Press Release. “Follow up on VITA Program.”
- 1995, March 24. Press release. “Resumption of VITA Program after Spring Break.”
- 1995, May 19. Press release. “Luncheon for VITA students.”
- 1997, April 14. Press release. “April 15 Tax Story.”
- 1998, April 8. Press release. “A story about BHCC’s VITA program.”
- 2000, April 10. Press release. “Last Chance for Free Tax Help at Bunker Hill Community College.”

- 2001, February 1. Press release. "Bunker Hill Community College Offers Free Tax Assistance for Community."
- 2007, April 12. Newspaper Clipping. "Free Tax Assistance." *Charlestown Patriot-Bridge*.
- N.D. Brochure. VITA 2 copies.
- 1996, September 16. Memo. From: Paul Rivers. To: Carl Nelson. Re: Designated work space for VITA program

#### RG006.03 – ACT Center

- 2001, September 10. Press release. "Bunker Hill Community College announces new ACT Center for workforce and economic development." 2 copies.
- 2001, September 14. Press release. "Bunker Hill Community College announces new ACT Center for workforce and economic development – Grand Opening Friday at 11:00 am."
- 2001, September 25. Email. From: Les E. Warren. To: Donna Tambascio. Re: Information about ACT Center.
- 2007, March 20. Newspaper Clipping. Bunker Hill Community College ACT Center Advertisement. *Boston Metro*. Bunker Hill Community College.
- N.D. "Questions and Answers" from Hilarie Jean-Gilles, ACT Center Coordinator.
- N.D. PowerPoint. BHCC ACT Center.
- N.D. Brochure. ACT Center. 2 copies.
- N.D. Brochure. ACT Center. 2 copies.
- N.D. Advertisement. "Coming Soon, BHCC's New ACT Center."

#### RG006.04 – Jewish Vocational Service

- 2000, Spring. In the Works. A newsletter of Jewish Vocational Service.
- 2000. Jewish Vocational Service Annual Report
- 2001, Winter. In the Works. A newsletter of Jewish Vocational Service.
- 2001, March 16. Article. "Making the Call for Lifelong Learning." *The Jewish Advocate*.
- 2001, March 27. "Welfare Reform and the Jewish Vocational Service Initiative."
- 2001, March 30. Article. "Heeding the 'CALL' to invest in human capital." *Boston Business Journal*.
- 2001, April 1. Press release. "JVS Launches Adult Lifetime Learning Project: Initiative Promises Nation's First Adult Career Learning Continuum."
- 2001, June 19. Press release. "Partnership Agreement Signing Ceremony between Jewish Vocational Services and Bunker Hill Community College on Thursday, June 21 – 11 a.m."
- N.D. PowerPoint. "JVS Center for Careers and Lifelong Learning."
- N.D. Article. "Teaching, Training, Empowering." *BearinMind*.

- N.D. Partnership Agreement between Bunker Hill Community College and Jewish Vocational Service.
- N.D. Frequently asked questions about the CALL.
- N.D. JVS Milestones.
- N.D. THE CALL: The Challenge for Massachusetts.
- N.D. Barbara Rosenbaum: Chief Executive Officer, JVS.
- N.D. JVS Center for Careers and Lifelong Learning Sources and Amounts of Funding.
- N.D. JVS Individual career plan.
- N.D. Photographs of signing of partnership agreement.
- N.D. Jewish Vocational Service folder.

#### RG006.05 – Single Stop Program

- c. 2018-2019. Survey. “Default Report: Student’s Satisfaction with Single Stop – Fall 2018 Survey.” Includes charts. 16 p
- c. 2019. Report. “BHCC-Single Stop Five Year Strategic Plan.” O’Neill, Kathleen B. and Larkin, Kristine E. Includes data relevant to the Single Stop program from 2012-2018. 29 p. 2 copies.
- c. 2019. Data. “Academic Year July 1, 2018 through and including June 30, 2019.” Includes data from Zogotech on the number of student visits to Single Stop in one academic year.
- 2019. Memo. From: Kristine E. Doherty-Larkin. To: Kathleen B. O’Neill. Re: Tabling C Hallway for Fall 2019. Includes a list of Single Stop outreach events and a separate page with community partner visits to the college. 2 p.
- 2019, May 14. Agenda. Single Stop Advisory Group.
- 2019, May 14. Minutes. Single Stop Advisory Group. 3 p.
- 2019, May 21. Agenda. Single Stop Advisory Group.
- 2019, June 5. Agenda. Single Stop Advisory Group.
- 2019, August 12. Agenda. Single Stop Advisory Council.
- N.D. Document. Outlines a three-year assessment plan for the Single Stop Program. 3 p.
- N.D. Pamphlet. “Single Stop at BHCC” Bunker Hill Community College.
- N.D. Document. “Imagine the Possibilities.” Includes introductory information on Single Stop and its services. 2 p. 2 copies (slight variations between copies).

#### RG006.05.01 – One Solid Meal Program and Voices of Hunger

- c. 2016. Document. Includes three emails related to the One Stop Meal Program:
  - 2016, April 2. Email. From: Diane McManus. To: Kathleen B. O’Neill. Re: Single Stop – Lunch Program.

- 2016, April 25. Email. From: Sebastian Hernandez. To: Kristine E. Larkin. Re: Just a Thank You.
  - 2016, May 16. Email. From: Roselvi M. Valdez Gonzalez. To: Kathleen B. O’Neill. Re: OSM Program.
- c. 2016. Document. “One Solid Meal Pilot Project: Bunker Hill Community College.” 2 p.
- 2016, February 1. Email. From: Marilyn Kuhar. To: The Oasians. Re: One Solid Meal Pilot Project Proposal. 2 p.
- 2016, February 23. Agenda. Voices of Hunger. Includes notes on the timeline of the project, information on an upcoming event, and samples of possible logos. 4 p.
- 2016, Spring. Data. “Bunker Hill Community College One Solid Meal Pilot Study.” Office of Institutional Effectiveness. 10 p. 2 copies.
- 2016, Spring. Data. “Bunker Hill Community College One Solid Meal Pilot Program Pre Post Program Analysis.” Office of Institutional Effectiveness. There are some missing pages (starts on p. 10). 9 p.
- 2016, April 4. Email. From: Jackie M. Staffier. To: Kathleen B. O’Neill. Re: Our conversation in an email as requested.
- 2016, June 10. Document. “OSM Draft To-Do List.” Includes some handwritten notes. 3 p.
- 2016, June 29. Email. From: Maria Kathleen N. Puente. To: David Leavitt. Re: Hunger on Campus. Includes two other emails in the same thread. 2 p.
- c. 2016-2017. Report. “Bunker Hill Community College Report from Fall 2016 Survey of Student Basic Needs.” Wisconsin Hope Lab. 14 p. 2 copies.
- 2017, January 24. Speech. Delivered by Christopher Aguirre, a BHCC student, to the Massachusetts Board of Higher Education on their experiences as a student.
- 2017, February 27. Email. From: Marilyn K. Kuhar. To: David Leavitt. Re: Food & Housing Survey Results. Includes another email in the thread, a copy of a presentation on the survey, and a draft of a report on the One Solid Meal Program. 9 p.
- 2017, March 3. Agenda. Voices of Hunger.
- 2017, March 8. Survey. “Bunker Hill Community College Food & Housing Survey Results.” Includes graphs. 12 p.
- 2017, March 23. Agenda. Voices of Hunger.
- 2017, March 23. Agenda. Voices of Hunger – A Summit.

- 2017, March 23. Email. From: Jill M. Johnson. To: Karen M. Norton; Brooke L. Yarborough; Kathleen B. O’Neill; David Leavitt; Kristine E. Larkin; Kristen M. Brouker-Botelho. Re: Voices of Hunger Summit – meeting notes 3/23/17.
- 2017, March 30. Agenda. Voices of Hunger.
- 2017, April 6. Agenda. Voices of Hunger.
- 2017, April 28. Minutes. Voices of Hunger.
- 2017, May 5. Voices of Hunger on Campus. 2 copies.
- 2017, May 5. Document. “Voices of Hunger.” Includes notes for the event and a statistics sheet. 3 p.
- 2017, May 5. Program. “Voices of Hunger on Campus.” Bunker Hill Community College Foundation. Includes survey data. 17 p.
- c. 2017. Loose paper. Includes notes and a proposed agenda for the Voices of Hunger event in May.
- N.D. Loose paper. Includes notes on the One Solid Meal Program, suggestions for Phase II of the project, and a sticky note with a phone number on the front page.
- N.D. Document. “Questions –Post: One Solid Meal Program Focus Group.” Includes some notes changing the wording of certain questions. 3 p.
- N.D. Agenda. Voices of Hunger on Campus.
- N.D. Speech. “Introduction to Roundtable Discussion: David Carpenter.” Includes the speech, revisions to the exercise, and accompanying visuals/worksheets. 4 p.
- N.D. Speech. “Introduction to Roundtable Discussion.” Includes two speeches from David Leavitt going over a group exercise and a document that gives tips for participants. 6 p.

### **RG007 – Non-BHCC Anniversaries and Commemorations**

#### **Box 1**

##### **RG007.01 – BHCC Celebrates the 350th Anniversary of Charlestown**

For photographs from the Celebration, see the Archive Photo Collection

- N.D. Outline of events of Anniversary celebration.
- N.D. Outline of Community Leadership Awards.
- N.D. Thank you note. From: Cecelia Wagner. Re: Presented with Leadership Award.
- 1978, November 17. Letter. From: Harold Shively. To: recipients of Community Leadership Award.
- 1978, November 23. News item. “Community College Plans 350th Celebration.” Charlestown Patriot and Somerville Chronicle. V. 19, no. 14.
- 1978, December 1. Press release. “Reenactment and Community Leadership Awards.”

- 1978, December 8. Speech given by President Shively at 350th Anniversary Celebration. Draft.
- 1978, December 8. Program. "BHCC Celebrates the 350th anniversary of Charlestown, Massachusetts, 1628-1978."

## RG008 – Art Gallery

### **Box 1**

This collection comprises small and large posters and event announcement postcards, flyers, and brochures from 2005 to 2016. Small posters, postcards, flyers, and brochures are in one small flat box. Large posters are rolled and vertical in a box on the floor close to the photograph shelving, separated from non-art gallery posters. Large posters could move to a large flat box if one becomes available.

### **2005**

November 29, 2004-January 28, 2005. "Peter Madden. Preserved: a solo retrospective."

- Large poster.
- 2 small posters.
- 2 postcards.

February 3-25. "New Masters of Art: Works from African American Master Artists-in-Residence Program (AAMARP)."

- Large poster.
- 1 postcard.
- 6 flyers.
- 2005, March 3-31. Flyer. "My Mother's Daughter."

September 6-October 14. "Monica Martinez: Opposites Don't Attract. Sculpture + Drawings."

- 2 large posters.
- 2 small posters.
- 2 postcards.

October 19-December 23. "Lou Jones Photography. Final Exposure: Portraits from Death Row."

- Large poster.
- 2 small posters.
- 2 postcards.
- April 27, 2005. BHCC 2005 BHCC 2005 Presidents Artistic Achievement Awards.
- Program

### **2006**



February 15-March 25. "Women's Caucus for Art."

- 1 small poster.
- 2 flyers.

April 3-19. "BHCC Collects."

- 2 small posters.
- 2 postcards.

April 26-May 25. "2006 Annual Juried Student Exhibition and President's Artistic Achievement Awards."

- 2 large posters.
- 2 small posters.
- 2 postcards.
- 2 brochures.

September 14-October 20. "Faith in Art."

- 2 small posters.
- 2 postcards.

November 2-December 22. "Boston by Design."

- Large poster.
- Flyer, 2 copies.
- 1 small poster.
- 2 postcards.

## **2007**

January 22 – February 28. "Haitian Art Now."

- 1 postcard

March 8-April 13. "5 Women Photographers."

- 2 large posters.
- 2 small posters.
- 2 postcards.

April 26-June 29. "2007 Annual Juried Student Art Exhibition and President's Artistic Achievement Awards."

- o 1 small poster.

May 3. "BHCC Student Exhibit."

- 1 program
- 1 large poster

September 20-October 26. "Mara Aspinall Photography."

- 2 large posters.
- 2 small posters.
- 2 postcards.

November 5-December 21. "State of the Art."

- o 1 small poster.

## **2008**

January 30-February 29. "Common Ground: a Four Person Exhibition of Paintings, Prints, Drawings, and Collages Celebrating the Strength, Unity, and Culture Of Boston's Black Community."

- 2 large posters.
- 1 small poster.
- 2 postcards.

March 6-April 18. "Women of the Cloth."

- Large poster.
- 2 small posters.
- 2 postcards.

April 28-May 31. "Visual + Media Arts Department Student Art Exhibit and President's Artistic Achievement Awards."

- 2 small posters.
- 2 postcards.
- 2 brochures.

June 9-June 27. "A WOW Affair: Citizen Schools Student Art Show."

- 2 small posters.
- 2 postcards.

September 29-November 8. "Reused Repurposed Reinvented: An Exhibit that Explores the Art of Recycling."

- Large poster.
- 2 small posters.

## **2009**

January 20-February 28. "Paint: Black on Canvas. Boston African American Painters." BHCC Celebrates Black History Month.

- Large poster.

- Small poster.

March 9-April 17. "Women in Print: An Exhibition of Boston-Area Women Printmakers."

- Large poster.
- Small poster.

April 21-June 6. "Visual + Media Arts Student Art Exhibit and President's Artistic Achievement Awards."

- Large poster.
- 2 small posters.

July 13 – August 15. "Art from Alum: An Exhibit Showcasing Artwork by BHCC Alumni."

- 1 postcard

November 9 – December 4. "Art Gone Green: An Exhibit by Boston Area Artists Addressing Global Climate Change, Sustainability, and the Environment."

- 1 postcard

December 7, 2009-January 22, 2010. "Bill Brett: Boston's Photographer."

- Large poster.
- Small poster.

## **2010**

February 1-27. "Body & Soul: Boston-Area African American Artists Working in the Figurative and Spiritual Tradition."

- Large poster.
- Small poster.

April 19-June 6. "2010 Annual Visual + Media Arts Department Student Exhibit and President's Artistic Achievement Awards and Exhibit."

- Large poster.
- 2 small posters.

September 13-October 29. "The Art of Discovery & Boston Book Art."

- Large poster.
- 2 small posters.

November 15, 2010 – January 7, 2011. "Drawn to Conclusion: An Invitational Exhibition of Drawing with works by Maddu Huacuja, Kyle Lindholm, William St. George, and Kate Sullivan."

- 2 small posters.

## **2011**

- 2011, May 4. Program. "BHCC 2011 Annual Visual and Media Arts Student Exhibit." 4 p. 2 copies.
- 2011, May 4. Flyer. "BHCC 2011 Annual Visual and Media Arts Student Exhibit." 2 copies.
- 2011, December 14. "Do you know who killed the muffin man?"
- 2011, November 1. Flyer. "Justin H. Goodstein-AUE Photography: Documenting Historic Businesses and Neighborhoods." 2 copies.
- Program

## **2012**

February 9 – March 2. "That's a Fact: Young, Gifted and Black: Race, injustice, identity and aspiration through the eyes of Boston-area African American artists under 40."

- 2 small posters.

September 17-October 20. "Take Me Out To The Ball Game: Celebrating Fenway @ 100."

- Large poster.
- 2 small posters.
- 2 flyers.
- 2 postcards.

## **2013**

"Exhibitions and Artists' Receptions – 2013-2014." Flyer. 2 copies.

February 4-28. "Black Male'd: African American Male Identity in Art."

- Large poster.
- 2 small posters.
- 2 postcards.

March 7-April 5. "The Other 'F' Word: The Future of Feminism Today."

- Large poster.
- 2 small posters.
- 2 postcards.

April 22-June 7. "2013 Annual BHCC Visual + Media Arts Department: Student Exhibit and President's Artistic Achievement Award."

- Large poster.
- 2 small posters.

- 2 postcards.

August 26-September 20. "The BHCC Art Gallery Turns 10: A Decade of Art Exhibition Posters."

- Large poster.
- Small poster.
- 2 postcards.

October 1-November 1. "Boston Strong/Boston Proper."

- Large poster.
- 3 small posters.

## **2014**

February 13 – March 1. "blackJAZZ."

- o 2 postcards.

September 24 – November 21. "Ceramics en MASSE."

- 1 Large Poster.
- 2 small posters.
- 2 postcards.

December 5 – January 5, 2015, "BHCC Collects,"

- Large poster.
- 2 small posters.
- 2 postcards.

## **2015**

April 16. "Before the Deluge... The Music of New Orleans, Birthplace of Jazz."

- 1 large poster.

August 24 – October 16. "Limitless World: The Greenhouses at Russell's Garden Center."  
Photographs by Mark Diamond.

- 2 postcards.
- 1 Book signed by Mark Diamond, showcases the photographs most likely displayed during the exhibit. 85 p.

November 2 – December 18. "Haymarket: the soul of the city." Photographs by Justin Goodstein.

- 2 postcards.

November 12. "Billy Strayhorn 100th Anniversary Retrospective."

- 4 postcards (2 types)

2015, November 2 – December 18. "Haymarket: the soul of the city." Photographs by Justin Goodstein.

- Big poster

2015, November 2 – December 18. Small Poster. "Haymarket: the soul of the city." Photographs by Justin Goodstein. 2 copies.

March 27. L' Merchie Frazier "In Sight: Eternally Here African American Landscapes of Freedom." 2 postcards.

March 27. L' Merchie Frazier "In Sight: Eternally Here African American Landscapes of Freedom."

- 2 posters.

## 2016

- September 15-October 15. Hispanic Heritage Month. "German Pérez Mostly @ Sea." 2 postcards.
- November 14-January 6. "Gathering: Native American Artists and Arts." 2 postcards.
- February 15-April 4. "Cuba Diversidad: A Photographic Journey." 2 copies.
- 2017
- 2017, February 6. Flyer. "Hakim Raquib Determined Blackness: Race, Representation, and Redefining Black Male Identity." (Exhibition goes to February 28) 2 copies
- 2017, February 6. Poster. "Hakim Raquib Determined Blackness: Race, Representation, and Redefining Black Male Identity." (Exhibition goes to February 28)
- 2017, March 9. Flyer. "Mother Tongue: Pan-Asian Boston-Area Women Artists." (Exhibition goes to April 14) 2 copies
- 2017, March 9. Poster. "Mother Tongue: Pan-Asian Boston-Area Women Artists." (Exhibition goes to April 14)
- 2017, October 30. Poster. "inVisible: Boston-area Latinx artists share their art and define what it means to live in America." (Exhibition goes to December 22).
- 2018

- 2018, October 4. Flyer. "Dr. Robin M. Chandler Revolutionary Moments: Art, The Word and Social Action." 2 Copies. (Inaugural Distinguished Artist Scholar in Residence, opening reception and community reception)
- 2018, Flyer. "Yary Livan One Artist's Journey – Reclaiming the Lost Tradition of Cambodian Ceramics." 2 copies
- Undated
- N.D. Flyer. Speak Out Poetry Open Mic flyer.

## **Box 2**

### **Undated**

June 13-July 28. "MOSAIC: Stories and Photographs from South Boston High."

- 2 postcards.
- 2 flyers.
- 1 brochure about the MOSAIC program.

### **1987**

September 22-October 8. "Works of Bunker Hill Community College Faculty and Staff."

- 1 pamphlet.
- 2 invitations to opening of exhibition.

October 19-29. "Glimpses of the Middle Kingdom." Photographs by Aukram Burton.

- 1 brochure.
- 1 invitation to opening of exhibition.

### **1988**

January 25-February 4. "Alumni Exhibition."

- 3 flyers.

February 5-26. "Heritage." By Allan Rohan Crite.

- 1 invitation to opening of exhibition.

February 29- March 3. "Back from Brazil." A Collection of Photographs by R. Brent Bonah.

- 1 flyer.

May 12- June 10. "Retrospective – Works from the Private Collection of Dr. Harold E. Shively."

- 1 brochure.

October 3-28. "An Exhibition of New Works by Steve Picker."

- 1 brochure.
- 1 invitation to opening of exhibition.

October 31-November 23. "John Govoni."

- 1 brochure.

## **1989**

January 17-February 9. "Second Annual Art Exhibit of BHCC Alumni."

- 2 brochures.

February 13-March 3. "Morgan Chickering."

- 1 brochure.

March 6-31. "Homage to the Goddess." Luisa Fernanda Vazquez.

- 1 brochure.
- 1 exhibition list.

April 3-28. "Chris Enos: New Works in Progress and Selections from 'Transit.'"

- 1 postcard.
- 2 brochures.

May 1-June 3. "BHCC Student Exhibit."

- 2 brochures.

August 24-September 28. "Robert DiGiovanni."

- 1 brochure.
- 1 exhibition list.

November 3-30. "Ellen Banks."



- 1 brochure.

December 4, 1989- January 11, 1990. "A Selection of Watercolors and Polymers by Loring Walton."

- 1 postcard.

## **1990**

February 11-March 2. "Heart to Heart, Soul to Soul."

- 1 brochure.

March 5-29. "BHCC celebrates International Women's Week and Women's History Month: Sholeh Regna, Diane Edstrom, Raquel Bauman."

- 2 brochures.
- 1 postcard.

April 2-29. "Bunker Hill Community College Student Exhibit."

- 1 brochure.

April 27-May 24. "BHCC presents: Dance, Design, Drawing, Painting, Photography, Sculpture, Set Design by the students at Charlestown High School."

- 1 postcard.

May 29-June 28. "Jim Dobbins – Editorial Cartoonist: A selection of Fifty Original Drawings of the John F. Kennedy Years, 1952-1963."

- 1 postcard.
- 1 brochure.

July 2-August 23. "Faces of AIDS." 1 brochure.

August 28-September 27. "Flowers: Photographs by Mark Diamond."

- 1 brochure.

October 1-30. "BHCC Celebrates Hispanic Heritage, 1990."

- 1 brochure.

November 29, 1990-January 30, 1991. "BHCC Celebrates Asian American Heritage."

- 1 brochure.

## **1994**

October 1-26. "Faces and Places: A Photographic Essay Celebrating Bunker Hill Community College Students by Doug Clifford."

- 1 brochure.

November 1-28. "Marilyn Ranker."

- 1 postcard.
- 1 brochure.

## **1995**

- January 31-February 24. "Celebrating Color." By Milton Samuels.
- 1 brochure.

## **1999**

- November 17, 1999. "Gershwin 101: A Short Course on the Life and Career of George Gershwin." BHCC Art Gallery Concert series.

## **2005-2020**

- 2005, March 3-31. Flyer. "My Mother's Daughter"
- 2009, July 13-August 15. Flyer. "Art from Alum." 2 copies. [for the time being 008 I think needs to be reorganized properly]
- 2015, November 2 – December 18. Flyer. "Haymarket: the soul of the city." Photographs by Justin Goodstein.
- 2017, October 30. Flyer. InVisible exhibition event listings. Cover image: "The Mask" by A. Lozano. 2 copies (exhibition goes to December 22)
- 2017, October 30. Flyer. InVisible exhibition event listings. Cover image: "Toro" by F. Garcia. 2 copies (exhibition goes to December 22)
- 2017, October 30. Flyer. InVisible exhibition event listings. Cover image: "Silhouette" by J. Guzman. 2 copies (exhibition goes to December 22)
- 2017, October 30. Flyer. InVisible exhibition event listings. Cover image: La Palmita by H. Perlera. (Exhibition goes to December 22).
- 2018, March 5. Flyer. "disPlaced." Cover image: Detail of the Chaos Papers No.3 by Galloway, Deta. (Exhibition goes to May 11.) 2 copies

- 2019, July 29 – September 27. Flyer. “Wen-Ti Tsen: Hometown: Re-Presenting Boston Chinatown as a Place of People – Then and Now.” 2 copies.
- 2019, October 10. Flyer. “Displaced: The Two of Us; An Immigrant and a Veteran.” 2 copies.
- 2019-2020, October 10 – February 21. Flyer. “Maddu Huacuja: Open the Way.” 2 copies
- 2020, March 9 – June 26. Flyer. “Jimmy Valdez Osaku: Creative Exile.” 2 copies.
- 1 flyer.
- 1 packet.

RG008.01 – Art Gallery Administration

008.01.01 – Meeting Minutes

Minutes of the Ad Hoc Committee on Promoting Use of the Art Gallery

- 1997, October 11.

Minutes of the Art Gallery Committee

- 1987
  - September 2.
  - September 25.
  - October 5.
  - October 23.
  - November 6.
  - November 23.
  - December 18.
- 1988
  - Undated.
  - January 14.
  - February 24.
  - March 24.
  - April 15.
  - May 4.
  - May 26.
  - August 9.
  - September 9.
  - November 18.
  - December 16.
- 1989
  - January 27.

- February 27.
- April 3.
- May 17.
- 1990
  - March 8.

#### 008.01.02 – Memoranda

- N.D. Policy for Use of the Art Gallery and Explanation of Process to Create Policy. Draft.
- 1977, September 29. Memo. Outlining new policy governing use of BHCC Gallery.
- 1977 October 19. Signed agreement on gallery exhibition by WEB (Women Exhibiting in Boston) members.
- N.D. Handwritten list of works in the WEB exhibition.
- 1977, October 18. Memo. Re: Security arrangements for the Gallery.
- 1977, October 26. Memo. Re: Gallery security after an item on view was taken.
- 1977, November 4. Letter. Re: Reimbursement to artist Elizabeth Klim for stolen item.
- N.D. Art Gallery proposal for AY 87-88.
- 1987, July 8. Letter. From: President Shively. To: John Hawkins. Re: Serve on Art Gallery committee.
- 1987, July 29. Letter. To: Faculty/staff. Re: Reopening of Gallery following renovation.
- N.D. Background on Gallery since 1977 and upcoming exhibitions.
- 1988, May 23. Memo. Re: Planning for 1988-89.
- 1989, January 25. Memo. Re: External sponsorship for student exhibition.
- 1989, March 15. Memo. Re: Meeting to discuss Gallery management and planning.
- 1990, January 18. Memo re: Gallery update and considerations.
- 1987 – 1991. Book. Bunker Hill Community College Art Gallery Guestbook. 182 p.

#### 008.01.03 – Publicity and Media Coverage

- 2004, November 3. "New Art Gallery Comes to Bunker Hill Community College." The Charlestown Bridge. Murphy, Dan. 2 copies.
- 2004, November 29. "Revolution on Bunker Hill: Community College President Sparks New Era in Arts." Boston Herald. Palumbo, Mary Jo. 2 copies.
- Newspaper clipping. "In a changing town, artists' toehold grows." *Boston Sunday Globe*. Pazzanese, Christina.

- Press release. Peter Madden PRESERVED exhibit.
- N.D.
- 2004, December 21.
- 2004, December 9.
- News Articles. Peter Madden PRESERVED exhibit.
- 2004, December 31. "For These Resourceful Artists, It's Water, Water, Everywhere." The Boston Globe.
- 2005, January 6-12. "Endless Love." Bay Windows.
- 2005, January 12. "'PRESERVED' exhibition." The Charlestown Bridge.
- 2005, February 1. Press release. New Masters of Art exhibit.
- 2007, April 12. Newspaper Clipping. "Today: Open-mic poetry readings at BHCC Art Gallery." *Charlestown Patriot-Bridge*.
- 2007, May. Newspaper Clipping. "[BHCC Art Gallery Call to Artists] Boston-Haitian Gallery." *Mission Hill Gazette*.
- 2008, December 4-10, 2008, "Latin Persuasion @ BHCC: Artistas Latinoamericanos Unidos." El Mundo. Alberto, Angel and Amy Moreno.
- 2009, February 19. "Another Obama." Boston Globe. Goldstein, Meredith.

### **RG009 – Student Scholarships and Recognition, BHCC and Non-BHCC**

#### **RG009.01 – Harry S. Truman Scholarship**

##### 009.01.01 – Letters and Memoranda

- 1978, February 8. Letter. From: James Whipple. To: Robert Cleary. Re: 1977 Truman Scholarship.
- 1978, December 7. Memo. From: James Whipple. To: Frank Truesdale. Re: Truman Scholar. Corrects article in Third Rail that George Delaney won award.
- 1979, March 7. Letter. From: Truman Scholarship Committee. To: Harold Shively. Re: Nomination of George Delaney.
- 1980, November 24. Letters. From: James Whipple. To: Students not selected to represent BHCC in Truman Scholarship Competition.
- 1981, January 21. Letter. From: Truman Scholarship Foundation. To: Rita Rich. Re: Rejection.
- 1981, March 2. Letter. From James Whipple: To: Elizabeth Joyce. Re: Response from Truman Foundation. 2 copies.
- N.D. Memo. From: James Whipple. To: Roger Richards. Re: Applications for Truman Scholarship.

- 1981, November 5. Memo. From: James Whipple. To: Harold Shively. Re: Truman Scholarship nominee.
- 1982. Letter. From: James Whipple. To: Malcolm McCormack. Re: Additional guidance for selecting nominees. 2 copies.
- 1982, January 20. Letter. To: John Coates. Re: Rejection. 2 copies.
- 1982, September 9. Memo. From: James Whipple. To: Faculty members. Re: Publicizing Truman Scholarship to students. 2 copies.
- 1982, October 29. Letter. From: James Whipple. To: Dr. Fran Burke. Re: Speaking at public service careers seminar.
- 1982, November 2. Memo. From: James Whipple. To: Harold Shively. Re: Public service careers seminar.
- 1982, November 3. Memo. From: James Whipple. To: Truman Scholarship applicants. Re: Public service careers seminar.
- 1983, January 19. Letter. From Truman Scholarship Foundation. To: Yolanda Lebish. Re: Rejection.
- 1983, January 19. Letter. From: Truman Scholarship Foundation. To: Ellen Burke. Re: Rejection.
- 1984, November 30. Memo. From: James Whipple. To: Harold Shively. Re: Truman Scholarship nominee.
- 1985, January 16. Letter. From: Truman Scholarship Foundation. To: Stephen Summers. Re: Rejection.

#### 009.01.02 – News articles and Photographs

- 1978, November 28. Article. "Delaney Awarded Truman Scholarship." *Third Rail*.
- 1979, November 27. Article. "Scholarship Candidate Found." *Third Rail*.
- 1980, December 8. Article. "Two nominated for Truman Award." *Third Rail*.
- 1981, September 21. Article. "Truman Scholar Sought." *Third Rail*.
- N.D. Photograph. Nomination of 2 BHCC students for Truman Scholarship.
- 1983, March 14. News clipping. "Truman Scholars." *Third Rail*. 2 copies.

#### RG009.02 – Center for the Study of the Presidency Student Symposium

- 1982, January 16. Letter. To: Harold Shively. Re: Invitation for participation in Thirteenth Annual Student Symposium, sponsored by Center for the Study of the Presidency.
- 1983, February 15. Letter. To: Harold Shively. Re: Invitation for participation in Fourteenth Annual Student Symposium, sponsored by Center for the Study of the Presidency.
- 1984, February 2. Memo. From: Kathi Assar. To: James Whipple. Re: 15th Annual Student Symposium: Center for the Study of the Presidency.

- 1984, April 20. Memo. From: Kathi Assar. To: Linda Ostrander. Re: Publicity for student returning from seminar on the Presidency.
- 1985, March 8. Memo. From: Camille DeGregorio. To: Kathi Assar. Re: Student for Presidency Symposium.
- 1985, March 11. Memo. From: Kathleen Assar. To: Harold Shively. Re: Recommended student to attend Symposium.
- N.D. Report. "Sixteenth Annual Student Symposium: Priorities and Strategies, 1985-1989." Summers, Stephen J.
- 1985, April 22. Memo. To: Stephen J. Summers. From: Kathleen Assar. Re: Report on Symposium.
- 1985, April 29. Memo. From: James Whipple. To: Kathleen Assar. Re: Presidency Seminar selection process.

#### RG009.03 – Scholarship Press Releases

- 1994, November 28. Availability of Scholarship Booklet.
- 1997, June 18. Memo. From: Mary C. Provo, Director of Human Resources. To: College Community. Re: Death Notice.
- 1997, June 19. Memo. From: Kathy Giordano, Marketing. To: President Mary Fifield Assistant to President William Hart; Vice President William Craft; Acting Marketing Director Mark Rotondo. Re: Nursing Scholarships. Includes copies of press releases. 30 p. 2 copies.
- 1997, October 15. "Mally Wins SCORE Scholarship."
- 1997, October 15. "Santiago Awarded Bunker Hill Community College Housing Development Scholarship."
- 2000, June 28. First Annual Gates Millennium Scholarship. Min Y. Wu. 2 copies.
- 2007, June 29. New England College Council Scholarship. Eموke M. Kibedi.
- N.D. "Bunker Hill Community College Scholarships, Awards and Resource Information." Booklet. 20 p. 2 copies
- N.D. "Bunker Hill Community College Scholarships, Awards + Resource Information."
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#### RG009.04 – Student News and Achievement

- 1998, February 17. Newspaper clipping. "Russian immigrant helps break barriers: Social club leader brings language, life to colleagues." Allston-Brighton Tab. Da Ponte, Melissa.
- 1999. Pitch. To: The Boston Globe. From: Skip Sesling, Director of Public Information and Media Relations. Re: Hiep The Nguyen.
- 1999. "One Student's Success Story: Hiep The Nguyen." Sampan. Goldberg, Richard.

- 1999, August 16. Press release. "Bunker Hill Community College Helps Jump Start Vietnamese Immigrant's New Life in America." Re: Hiep The Nguyen.
- 1999, August 16. Press release. "For Chelsea Mother of Five Education Means New Life." Re: Julie Molina.
  - Black and white photograph. Julie Molina sitting at a desk.
- 1999, August 16. Press release. "Bunker Hill Community College helps Dorchester mother get new life." Re: Sabrina Lowe.
- 1999, August 16. Press release. "Medford Woman Finds New Career Thanks to Bunker Hill Community College." Re: Lori L. Downing.
- 1999, December 21. Press Release. "Bunker Hill Community College student accepted to University of Pennsylvania." Re: Tony Mai. Includes photograph.
- 2003, August 14. Newspaper clipping. "Dogged determination to fight crime." Wellesley Townsman. Smolski, Anne-Marie.
- 2004, May 25. "Calling all students: College Telephones Every Newcomer." Community College Times. Botus, Michelle.
- 2004, June 1. "Abused Mom Gets Degree of Respect." Boston Herald. Botus, Michelle.
- 2004, June 6. Newspaper clipping. "Former victim of abuse now a grad who inspires: Bunker Hill college mother proves it's never too late to try."-- *Boston Sunday Globe*. Russell, Jenna. One copy.
- 2004, July 16. Newspaper clipping. "Five AACA students score \$1,000 scholarships from BALF." Sampan.
- 2004, July 18. Newspaper clipping. "The person behind the x-ray machine: we follow a student radiographer to gain insight into a booming profession." *Boston Sunday Globe*. Two copies (original clipping and scan of clipping).
- 2004, July 25. Newspaper clipping. "For eager students, it's Political Convention 101." Boston Sunday Globe (city edition). Jones, M. Robyn.
- 2004, September 2. Newspaper clipping. "EBSB opens Melrose branch, names staff." *Melrose Free Press*.
- 2004, September 8. Newspaper clipping. "Sun Spa Tanning Katie Grossi new owner of the Broadway spa." *Everett Independent*. Shuman, Cary.
- 2004, September 30. Newspaper clipping. Article about BHCC grad Vianney Sapó-Mai accepting position of director at Au Co Vietnamese American Preschool. *Dorchester Reporter*.
- 2004, September 30. Newspaper clipping. "Federated welcomes Co Vianney to Au Co Preschool." *Dorchester Argus-Citizen*.
- 2004, September. Newspaper clipping. "Ruth Deras Bunker Hill Community College: Associate in Arts Class of 2004."



- 2004, October 19. Newspaper clipping. "Everett's Ferri is a gem for Syracuse." *Boston Globe*. Pave, Marvin.
- 2004, October 20. Newspaper clipping. "Mattson earns an ABCD community volunteer award." *East Boston Times-Free Press*.
- 2004, October 21. Newspaper clipping. "Not for nothin'.. But have you heard..." *Charlestown Patriot & Somerville Chronicle*.
- 2004, November 7. Newspaper clipping. "Cooney and Goldsher are Tewksbury 'Hats Off' Students for October." *Sun*.
- 2004, November 10. Newspaper clipping. "'Hats Off' to Jeffery Cooney." *Town Crier* (Wilmington edition).
- 2004, November 11. Newspaper clipping. "Blue Hill Ave. Entrepreneur Hopes to Build a Business with Muscles." *Dorchester Reporter*. Cooper, Melissa.
- 2004, November 11. Newspaper clipping. "National Deans List." *Woburn Advocate*.
- 2004, November 18. Newspaper clipping. "Around Town." *Hingham Journal*.
- 2004, November 18. Newspaper clipping. "Chelsea students named to National Dean's List." *Chelsea Record*.
- 2004, November 23. Newspaper clipping. "'Linkage' training is touted." *Boston Herald*. Fitzgerald, Jay.
- 2004, November 25. Newspaper clipping. "Local students named to National Dean's List." *Middleboro Gazette*.
- 2004, November 25. Newspaper clipping. "Prudential Prime Properties Wolfson-Cutler Real Estate." *Medford Transcript*.
- 2004, November 29. Newspaper clipping. "With the baby's mom in jail, dad could use help with infant." *Patriot Ledger*. Lambert, Lane.
- 2004, December 2. Newspaper clipping. "Dearborn successes trumpeted." *Arlington Advocate*.
- 2004, December 2. Newspaper clipping. "35 residents featured in 'National Dean's List'." *Quincy Sun*.
- 2004, December 7. Newspaper clipping. "Breaking Down Barriers: Colleges offer services to help students with disabilities." *Boston Herald*. Re. Overshown, Cheryl. 2 copies.
- 2005, February 2. Newspaper clipping. "'Hats off' in Tewksbury." *Lynnfield Villager*. Nissen, Phyllis. 2 copies (second copy from Stoneham Independent).
- 2005, March 6. Newspaper clipping "Rotondo injects life, and strife, into Revere politics." *Boston Sunday Globe* (North Edition). Conti, Kathleen.
- 2005, March 30. Newspaper clipping. "Freedom fighters." *Revere Journal*. Daniel, Seth. 2 copies.
- 2006, March 1. Newspaper clipping. "VERC Enterprises." *Old Colony Memorial*.

- 2006, March 8. Newspaper clipping. "Sit down and check it out." *Boston Globe*. Arnett, Alison.
- 2006, March 9. Newspaper clipping. "New clerk by George: Gloucester assistant heads from city to town." *Littleton Independent*. Tucker, Franklin B.
- 2006, March 15. Newspaper clipping. "Paul R. DiNocco is a candidate for Board of Selectman: Cites his community service, experience." *Wakefield Daily Item*.
- 2006, March 16. Newspaper clipping. "Homeless residents offer legislators insight into shelter life." *Medford Transcript*. Kawa, Jesse.
- 2006, March 26. Newspaper clipping. "Can a Southie guy's Asian magazine fly?." *Boston Sunday Globe* (City edition). Abel, David.
- 2006, March 26. Newspaper clipping. "Entrepreneur's magazine getting a wary response: some say it plays to stereotypes." *Boston Sunday Globe* (Northwest edition). Abel, David.
- 2006, March 26. Newspaper clipping. "Girls following in their older sisters' footsteps." *Boston Sunday Globe* (city edition). Dreilinger, Danielle.
- 2006, March 30. Newspaper clipping. "Moe Gillen: old-school Charlestown." *Charlestown Patriot-Bridge*. MacDonald, Tom.
- 2008, Fall. "Life After Housing" HomeStart. Kramer, Paula. Re: Rodney, BHCC student. (Surname unknown.)
- N.D. "A Dream Commences." Part 2 of "A Senior's Journey" series. *Boston Herald*. Demeiser, Ricardo.
- 2013, May 2. "29 Who Shine: Honoring 29 stellar graduates of our 29 public college and university campuses." Re. Valter Gomes. 2 copies.

#### RG009.05 – Ralph Randell Scholarship

- 1997, April 14. "Ralph Randell Scholarship." Bunker Hill Community College Faculty and Staff Newsletter.
- 1997, May 13. Press release. "Ralph Radell English as a Second-Language Scholarship Established at Bunker Hill Community College." 2 copies.
- 1997, May 15. Press release. Rocio Rua announced as one of the scholarship winners.
- 1997, May 15. Press release. Ligia Quinonez announced as one of the scholarship winners. Press Release.
- 1997. Photographs with 1997 recipients of the Ralph Randell Scholarship. 2 copies.
- 1998, March 12. Press release. "Scholarships Honoring Quincy Native Awarded at Bunker Hill Community College." 2 copies.
- 1998, March 12. Press release. "Bunker Hill Community College Awards the Ralph Randell English-As-A-Second-Language Scholarship to Belmont Resident." 2 copies.

- 1998, March 12. Press release. "Bunker Hill Community College Awards the Ralph Randell English-As-A-Second-Language Scholarship to Boston Resident."
- Photographs with the 1998 recipients of the Ralph Randell Scholarship (5 black and white photographs, 6 color photographs) Note: March 1998 scholarships were awarded to Hanh Nguyen, Yan Ling Jiang and Sujal Patel.
- 1998, April 6. Press release. "Scholarships Honoring Quincy Native Awarded at Bunker Hill Community College."
- 1998, April 6. Press release. "Dorchester Resident Awarded Scholarship at Bunker Hill Community College."
- 1998, April 6. Press release. "Somerville Resident Awarded Scholarship at Bunker Hill Community College."
- Photograph of April 1998 scholarship recipients. Note: April 1998 scholarships were awarded to Nei Wa Tang, Minh Phan, and Grzegorz Hanus.

#### RG009.06 – BHCC Housing Development Scholarship

- 1997, September 16. Letter. From: President Fifield. To: Miriam Santiago. Re: Awarding her BHCC Housing Development Scholarship. 2 copies.
- 1997, October 15. Press release. "Santiago Awarded Bunker Hill Community College Housing Development Scholarship."
- 1997. Article. "Santiago Awarded Housing Development Scholarship." Charlestown Patriot

#### RG009.07—Cheryl Loring Award/Scholarship

- 1990, February 14. Letter. From: Maurice F. O'Shea. To: Cheryl Loring. Re: an invitation for Mrs. Loring to visit BHCC for meeting with Administrators to discuss details for establishing the "Loring Award." 2 p. 1 copy.
- 1990, June 22. Letter. From: Richard A. Bennett. To: Cheryl Loring. Re: BHCC confirming Mrs. Loring's request to allow the scholarship to be used towards one year's tuition cost, for one student, up to a maximum of \$5000. 1 p. 1 copy.
- 1990, June 25. Letter. From: President Piedad F. Robertson. To: Cheryl Loring. Re: a Thank you letter from President Piedad to Mrs. Loring for choosing to donate funds to establish a scholarship at BHCC to help handicapped/disabled students.
- 1990, July 16. Letter. From: William F. Connolly. To: Dean Craft. Re: Sending an enclosed check for \$1,058.00 in the name of Cheryl Loring; includes 2 photos of two unnamed gentlemen and photocopy of the enclosed check by Mrs. Loring. 3 p. 1 copy.

- 1990, October 2. Letter. From: Dr. William Craft. To: Cheryl Loring. Re: A thank you letter to Mrs. Loring for helping establish a scholarship program for handicapped students at Bunker Hill Community College. 1 p. 1 copy.
- 1992, May 22. Letter. From: Linda K. Weinstein. To: Cheryl Loring. Re: Thank you letter to Mrs. Loring for Donating a selection of books from Mrs. Loring's personal collection to the BHCC Library; attached is a list of all books Mrs. Loring Donated to the BHCC Library. 2 p. 1 copy.
- 1994, February 22. Letter. From: Dr. William Craft. To: Cheryl Loring. Re: A thank you letter on behalf of BHCC for Mrs. Loring's generous donation of her "Shell Collection." The letter indicates an agreement, stating: "never to sell the collection." 1 copy. 1 p.

#### RG009.08 - One Family

- 2004, December 1. Newspaper Article. "Bunker Hill Community College reaches out to previously homeless women." *The Charlestown Bridge*. Murphy, Dan. 4 p.
- 2007, August 23. Presentation (?). A letter or speech addressed to fellow BHCC students by Kimberly (Khyimi) Woo about her transfer process. 3 p.
- 2008, February 1. Email. From: Paul Moda. To: Jan Bonanno. Re: "Info on Trayce, Maryann and Michelle." 1 p.
- N.D. Presentation (?). Biographical information about two BHCC students granted One Family scholarships. Includes emails about One Family event agenda.
- N.D. Agenda. "One Family Scholars Program: Building a Bridge to Success through Higher Education." Includes two emails discussing the agenda.
- N.D. "BHCC/One Family scholar summary 2004-2008." 2 p.

#### RG009.09 - HRSA: Scholarships for Disadvantaged Students

- 2011, August 6. Data. This document contains data for HRSA scholarship recipients at BHCC in the 2010-2011 academic year. 2 p.
- 2012. Proposal. "Heath Resources and Services Administration: Scholarships for Disadvantaged Students." Collins, Patti-Ann., Nurse Education Program. 56 p.
- 2015, September 30. Document. "HRSA 2012 Proposal Summary Scholarships for Disadvantaged Students (SDS)." Includes budget information.
- 2016, August 4. Proposal. "Heath Resources and Services Administration: Scholarships for Disadvantaged Students." Williams, Jeremiah., Nurse Education Program. 8 p.
- N.D. Form. A filled-out form on HRSA grant project objectives and accomplishments. From: Bunker Hill Community College. To: Department of Health and Human Services. Includes web printouts of the digital form. 6 p.

#### RG009.10 - Other Scholarships

- 1998, April 24. Letter. From: William D. Hart [Bill Hart]. To: George W. Cashman [President Teamsters Local 25]. RE: Thirteen candidates for Teamsters Local 25 Scholarship Program. 2 p.

### **RG010 – Faculty and Professional Associations**

#### **RG010.01 – BHCC Professional Association (EXPAND: includes additional items not listed)**

- N.D. From Sandra Tate. To: All Members of Faculty. Subject: Tenure Policy.
- N.D. BHCC Professional Association Constitution. 2 copies.
- N.D. Constitution Amended Amendment.
- N.D. Memo. From: Executive Directors. To: BHCC Professional Association. Re: Faculty work load report.
- N.D. “Selected Bibliography on Collective Bargaining and Public Sector Labor Relations Law.” Tsakarissianos, Anna.
- N.D. “Glossary of Labor Terms.” College Professional Association. Membership Committee. BHCC Professional Association.
- 1974, December 13. Meeting minutes. Faculty Association.
- 1976, April 7. Memo. To: BHCC Professional Association members. From: Rich Klayman. Re: March 26 MCCC Meeting.
- 1977. Memo. To: BHCC Professional Association members. Re: Report of April 22, 1977 Board of Directors Meeting.
- 1977, May 4. Minutes. Professional Association meeting.
- 1977, May 5. Memo. From: Professional Association. To: Peter Siegle. Re: Contract funding.
- 1977, May 15. Memo. From: Kathy Cedrone. To: Rich Klayman. Re: Agenda for Professional Association meeting.
- 1977, May 16. Membership list. BHCC Professional Association.
- 1977, September 20. Letter. To: Frank Truesdale. From: Herbert Gross. Re: Office hours policy.
- 1977, September 27. Memo. To: All faculty and staff. From: Harold Shively. Re: Collegiality.
- 1977, September 28. Meeting minutes.
- 1977, September 28. Meeting minutes. Unspecified sub-committee.
- 1977, October 3. Memo. To: Faculty. From: Harold Shively. Re: Tenure.
- 1977, November. Membership list. BHCC Professional Association
- N.D. BHCC members of MCCC/MTA-NEA.
- 1977, November 9. Memo. To: Dean Truesdale. From: BHCCPA Workshop Committee. Re: Suggestions for improved workshop format.

- 1978, May 1. Registration for BHCC faculty to attend MCCC convention.
- 1978, May 22. Letter. To: Frank Truesdale. From: Peter Siegle. Re: Carol Philips.
- 1978, October 19. Letter. To: Harold Shively. From: BHCCPA Re: Faculty absences.
- 1978, November 23. Letter. To: Harold Shively. From: Peter Siegle. Re: Behavioral Sciences department chairperson.
- 1979, February 7. Memo. To: Frank Truesdale. From: Rich Klayman. Re: Survey of modularization and methodology.
- 1981, August 3. Letter. From: Malinda M. Smutek. To: Chapter Member. RE: Seniority list of BHCC staff.
- 1983-1984. Faculty/Professional Staff Directory. Bunker Hill Community College Professional Association.

#### 010.01.02 – BHCC Professional Association Executive Committee

- N.D. BHCC Faculty Association Executive Committee Report. “Assessment of Collective Bargaining Agents.”
- 1976, September 9. Letter. To: Frank Truesdale. From: BHCCPA Executive Committee. Re: Office hours.
- 1976, September 15. Memo. From: Frank Truesdale. To: Richard Klayman. Re: Office hours, as questioned by Professional Association.
- 1977, April 4. Memo. To: Dean of Faculty. From: BHCCPA Executive Committee. Re: Proctors.
- 1977, August 29. Letter. To: Harold Shively. From: BHCCPA Executive Committee. Re: Hiring of special assistant in President’s office.
- 1977, September 19. Letter. To: Harold Shively. From: BHCCPA Executive Committee. Re: Non-response to August 29 letter.
- 1977, September 19. Letter. To: Harold Shively. From: BHCCPA Executive Committee. Re: Agency fee.
- 1977, September 19. Letter. To: Harold Shively. From: Richard Klayman. Re: Remarks at faculty meeting.
- 1977, September 20. Letter. To: Richard Klayman. From: Harold Shively. Re: Agency fee.
- 1977, September 28. Letter. To: Richard Klayman. From: Harold Shively. Re: Inquiry into hiring of special assistant in President’s office.
- 1977, September 29. Letter. To: Harold Shively. From: Richard Klayman. Re: Inquiry into hiring of special assistant in President’s office.
- 1977, September 29. Letter. To: Executive Committee. From: Harold Shively. Re: Collective bargaining.

- 1977, November 14. Memo. From: Executive Board of BHCC Professional Association. To: Board of Directors of MCCC. RE: Meeting reminder and directions to BHCC. Includes Map on how to get to BHCC. 2 p.
- 1978, April 24. Letter. To: Brent Bonah. From: Richard Klayman. Re: Pay increase.
- 1978, December 6. Letter. To: Richard Klayman. From: Dan DiMonaco. Re: “sick-out” at BHCC.
- 1978, December 7. Memo. To: Richard Klayman. From: Harold Shively. Re: Procedure for appointment to tenure and multiple year contract.
- 1978, December 18. Memo. From: Gerald Jackson. To: BHCCPA Executive Committee. Re: Meeting of MCCC Board of Directors.

#### 010.01.03 – BHCC Professional Association Grievance Committee

- 1976, September 24. Meeting minutes.
- 1976, November 1. Letter. To: Harold Shively. From: Grievance Committee. Re: Rosemary Russo.
- 1976, December 22. Letter. To: Harold Shively. From: Grievance Committee. Re: Grievance from Phyllis Greenleaf.
- 1977, January 7. Letter. From: Phyllis Greenleaf. To: Harold Shively. Re: Resignation.
- 1977, January 14. Letter. To: Mark Ankeles. From: Jean Gutmann. Re: Possible grievance.
- 1977, January 15. Letter. To: Harold Shively. From: Grievance Committee. Re: Grievance from Phyllis Greenleaf.
- 1977, September 13. Memo. To: Harold Shively. From: Grievance Committee. Re: Procedures to select department chairpersons.
- 1977, September 13. Memo. To: Alan Saval. From: Grievance Committee. Re: Parking conditions.
- 1977, September 13. Memo. To: Harold Shively. From: Grievance Committee. Re: Tenure grievance.
- 1977, September 23. Letter. To: Richard Klayman. From: Nancy Myers. Re: Resigning as chair of Grievance Committee.
- 1977, September 26. Letter. To: Jules Pagano. From: Philip Kukura. Re: Tenure grievance.
- 1977, September 26. Letter. To: Harold Shively. From: Grievance Committee. Re: Notification of grievance.
- 1977, October 12. Letter. To: Jules Pagano. From: John Meagher. Re: Tenure grievance.

#### RG010.02 – Mass. Regional Community College Faculty

- 1972, October 23. Memo.

#### RG010.03 – Faculty Association (1974-1976)

- N.D. Memo. From: Ad Hoc Committee to Establish a Faculty Association. To: The Faculty. Re: [First Meeting of the Faculty Association.]
- N.D. Memo. From: Sandra Tate, FAB Representative. To: All Faculty.
- 1974, October 18. [Faculty Association Meeting Minutes.]
- 1974, October 25. Memo. From: Executive Committee, BHCC Faculty Association. To: Teaching Faculty, Bunker Hill Community College. Re: Creation of BHCC Faculty Association.
- 1974, November 2. Memo. From: the members of the faculty attending a preliminary meeting to establish a faculty association. To: The faculty.
- BHCC Faculty Association Constitution. 2 copies.
- 1976, February 4. Memo. From: Jerry Jackson, Joan McGowan, Mary Anne Self. To: The Faculty.
- 1976, March 9. Memo. From: Arthur F. Haley, President, NEJCC. Re: New England Junior College Council Spring Conference. 2 copies.
- 1976, March 25. Memo. From: Arthur F. Haley, President, NEJCC. Re: Spring Conference—“Quality in Higher Education: Can Collective Bargaining Contribute?” 2 copies.

#### RG010.04 – MCCC (1976)

#### RG010.05 – The Faculty Resource Room. The Library, BHCC

- 1994, July 14. Smith, Diane. With assistance from Robert Kintz and Lynn Mazarella.

#### RG010.06 –Teaching and Learning Center (TLC) Staff Training Committee

- 1986, May 27. Memo. From: Mon O’Shea. To: Deans Assar, Bonah, Chisholm, and Saval, Acting Dean Sherman and Sheila Beyer. Re: Staff Training Program. (Includes tentative program)
- 2002, August 27. Memo. From: Jane E. Milley. To: All Faculty and Professional Staff. Re: Teaching and Learning Center (TLC) (Includes Teaching and Learning Center Questionnaire)

#### RG010.07 – Teaching and Learning Institute (TLI)



- 2014, September 9. Document. This document contains a transcript of a conversation between two professors about the Teaching and Learning Institute. There are some gaps in the transcript. 28 p.
- 2014, December 3. Proposal. "Teaching and Learning Institute Proposal." Teaching and Learning Institute Advisory Board. 4 p.

#### RG010.08 — Professional Affairs Committee

- 1975, April 3. Memo. From: College Professional Affairs Committee. To: Members of the General Faculty. RE: Candidates Nominated for the Student Judiciary Committee and the Ad Hoc Governance Study Committee.
- 1975, April 24. Proposal. "Faculty Evaluation Proposal." 4 p.
- 1975, November 19. Memo. From: College Professional Affairs Committee. To: All Faculty. Re: Nominations to Standing Committees.
- 1979, May 22. Memo. From: Professional Affairs Committee. To: All Members of the General Faculty. Re: Professional Development Symposia Tuesday, May 22<sup>nd</sup>, 1979, 9:15 A.M. -- 5:00 P.M. 3 p.
- N.D. Document. "Bunker Hill Community College: Professional Affairs Committee." Includes a document that lists the college's standing committees. 2 p.

#### RG010.09 — Other Organizations

- 1976. Document. "NEMATYC [New England Mathematical Association of Two-Year Colleges] Membership List; April 1, 1975 – April 1, 1976." 5 p.
- 1982, December 15. Letter. From: Paul L. Devlin. To: Community College Faculty and Professional Staff Commonwealth of Massachusetts. RE: Salary Inequities.
- 1996, July 11. Letter. From: Carolyn Matthews; George Masten; Peter P. Wright and Charles Stefanini. To: Membership of AFSCME Local 1067. RE: Contract Funding Update. 2 p.
- 1996, October 25. Letter. From: Kristine Dow. To: All Full-Time and Part-Time A.F.S.C.M.E. Members at Bunker Hill Community College. RE: Announcement of New Stewards.
- 1977, February 11. Memo. From: Miller C. Lovett. To: President Harold Shively. Re: Proposal to increase our skills in living and working together – a first draft to stimulate dialogue. Includes a copy of the proposal. 5 p.
- 1977, February 11. Memo. From: Miller C. Lovett. Re: Faculty Evaluation. Includes a draft of a proposal. 4 p.
- N.D. Document. "Bunker Hill Community College: General Conditions of Employment for Faculty."

- N.D. Memo. From: Rich Klayman. To: M. Lovett. RE: Collaborative Management.
- N.D. Booklet. "Access and Quality: Improving the Performance of Massachusetts Community College Developmental Education Programs." Commonwealth of Massachusetts Community College Developmental Education Committee. 63 p.

#### RG010.10 — Faculty Evaluations

- 1983, December 7. Survey. "Student Evaluation." Includes the questions and response rates for a course evaluation for Professor Kukura's course, "The Soviet Union."
- N.D. Memo. From: Rich Klayman. To: Miller Lovett. RE: Faculty Evaluation.

#### RG010.11 - Community Colleges for International Development

- 1997, March 6. Memo. From: Tom Wylie. To: Mary L. Fifield; Mon O'Shea; Jim Ware. RE: CCID Commemorative Magazine.
- 1997. Magazine. "C.C.I.D Community Colleges for International Development 20 Years! Celebrating Two Decades of International Service." 62 p. [Letter from Harold Shively on page 43, and letter from Mon O'Shea on page 15.]

#### RG010.12 – RC-2020 (Global Community College Leadership Network)

- 2009, October 5. Survey. "RC-2020 Membership Survey." Includes Bunker Hill Community College's answers. 2 p.

### **RG011 – Publications**

#### RG011.01 – Third Rail Student Newspaper

Complete run of the newspaper 1973-2001 on microfilm (six reels).

Third Rail Publication Schedules:

- 1988-1989
- 1992-1993
- 1997, October 6. Email. From: Mia Adamidis. To: BHCC Faculty, Staff, Board of Trustees, and Administration. Re: Submission Deadlines. Two Copies.
- 1998, February 3. Memo. From: Elizabeth Fiechter and Robin Vaicius. To: Distinguished Guests. Re: Third Rail Deadlines to Know.
- 2000, February 2. Memo. From: Brooke Crowley and Bridgett S. Young, editors of The Third Rail. To: Staff and Faculty of Bunker Hill Community College. Re: Deadlines for submissions.

Physical copies of the newspaper:

1973

- December. (v.1, #1) The Monument (first and only issue)

1974

- February 26 (v.1, #1).
- March 19 (v.1, #2).

1975

- January 6 (v.3, #4).
- February 4 (v.3, #2).
- May 9 (v.3, #6).
- September 5 (v.3, #8).
- September 25.
- November 20 (v.4, #2).

1976

- February 6 (v.5, #2).
- April 9 (p. 3-6).
- April 30 (p. 5-8).
- September 23 (v.7, #3).
- October 8 (v.7, #4).
- October 22 (v.7, #3).
- November 9 (v.7, #5).
- December 3 (v.7, #7).

1977

- January 17 (v.8, #1).
- January 28 (v.8, #2).
- March 28 (v.7, #5).
- April 8 (v.7, #3).
- April 29 (v.7, #7).
- August 23 (v.8, #1).
- September 16 (v.8, #2).
- September 30 (v.8, #3).
- October 28 (v.8, #5).
- November 14 (v.8, #6).
- November 28 (v.8, #6 [sic]).
- December 16 (v.8, #7).

1978

- February 2 (v.9, #1).
- February 21 (v.9, #2).
- March 7 (v.9, #3).
- March 27 (v.9, #4).
- April 10 (v.9, #4 [sic]).
- April 25 (v.9, #5).
- May 15 (v.9, #6; includes Special Year-end Supplement).
- September 18 (v.10, #2).
- October 3 (v.10, #3).
- October 17 (v.10, #4).
- November 28 (v.10, #7).

#### 1979

- February 5 (p. 3-6).
- February 20 (v.11, #2).
- March 5 (v.11, #3).
- March 26 (v.11, #4).
- April 17 (v.11, #5).
- September 4 (v.11, #7).
- October 2 (v.12, #3).
- October 16 (v.12, #4).
- October 30 (v.12, #5; includes Open House Supplement).
- November 13 (v.12, #6).
- November 27 (v.12, #7).
- December 11 (v.12, #8).

#### 1980

- February 19 (v.13, #2).
- March 24 (v.13, #4).
- April 8 (v.13, #5).
- April 22 (v.13, #6).
- May 7 (v.13, #7).
- September 16 (v.14, #1).
- September 29 (v.14, #2).
- October 24 (v.14, #3).
- October 27 (v.14, #4).

- November 10 (v.14, #5).
- November 24 (v.14, #6).
- December 8 (v.14, #7).

#### 1981

- February 2 (v.15, #1).
- February 18 (v.15, #2).
- March 18 (v.15, #4).
- April 7 (v.15, #5).
- September 21 (v.16, #1).
- October 19 (v.16, #3).
- November 16 (v.16, #5).
- December 7 (v.16, #6).

#### 1982

- February 8 (v. 17, #2).
- February 22 (v. 17, #3). 2 copies.
- March 8 (v.17, #4).
- March 26 (v.17, #6),
- March 29 (v.17, #5).
- September 7 (v.18, #1).
- September 20 (v.18, #2).
- October 4 (v.18, #3).
- November 15 (v.18, #6).
- November 29 (v.18, #7). 8 p. 2 copies (check)

#### 1983

- February 7 (v.19, #1).
- February 22 (v. 19, #2). Photocopied first page only.
- March 14 (v.19, #3).
- April 4 (v. 19, #.2)
- May 2 (v.19, #6).
- September 6 (v.20, #1).
- October 11 (v .20, #3).
- November 14 (v.20, #5).

#### 1984

- February 22 (v.21, #3).
- April 11 (v.21, #5).
- September 4 (v.22, #1).
- September 17 (v.22, #2).
- October 1 (v.22, #3).
- October 29 (v. 22, #5).
- November 13 (v.22, #6).

#### 1985

- February 19 (v.23, #3).
- March 5 (v.23, #4).
- April 1(v.23, #5).
- September 3 (v.24, #1).
- October 16 (v.24, #3).
- October 28 (v.24, #4).
- November 12 (v.24, #5).
- November 25 (v.24, #6).

#### 1986

- February 18 (v.25, #1).
- April 22 (v.25, #5).
- May 6 (v.25, #6).
- May 31 (v.25, #7).
- September 2 (v.26, #1).
- September 22 (v.26, #2).
- October6 (v.26, #3).
- November 3 (v .26, #5).
- December 8 (v .26, #7).

#### 1987

- January 26 (v.27, #1).
- February 23 (v.27, #3).
- April 13 (v.27, #6).
- April 27 (v.27, #7). 2 copies.
- September 21 (v.28, #2).
- October 5 (v.28, #3).

- October 19 (v.28, #4).
- November 2 (v.28, #5).
- November 20 (v. 28, #7).
- December 7 (v. 28, #8).

## 1988

- February 1 (v.28, #8).
- February 22 (v.29, #3). 2 copies.
- March 7 (v. 29, #4).
- March 28 (v.29, #5).
- April 11 (v.29, #5).
- April 25 (v.29, #6).
- June 4 (v.29, #7).
- September 6 (v.30, #1).
- September19 (v.30, #2).
- October 3 (v.30, #3). 2 copies.
- October 17 (v.30, #4). 2 copies.
- October 31 (v.30, #5). 2 copies.
- November 14 (v.30, #6). 2 copies.
- November 28 (v.30, #7). 2 copies.
- December 12 (v.30, #8).

## 1989

- January 22 (v.33, #1). 2 copies.
- January 23 (v.31, #1).
- February 6 (v.30, #8).
- March 6 (v.31, #4). 2 copies.
- March 27 (v.31, #5).
- April 10 (v.31, #6).
- April 24 (v.31, #7).
- May 8 (v.31, #8).
- September 5 (v.32, #1). 2 copies.
- September 18 (v.32 #2).
- October 2 (v.32, #3).
- October 16 (v.32, #4). 2 copies.
- October 30 (v.32, #5). 2 copies.

- November 13 (v.32, #6). 2 copies.
- November 27 (v.32, #7).
- December 11 (v.32, #8).

#### 1990

- February 5 (v.33, #2).
- February 20 (v.33, #3).
- March 5 (v.33, # 4). 2 copies.
- March 26 (v.33, #5). 2 copies.
- April 9 (v.33, #6).
- April 23 (v.33, #7).
- May 7 (v .33, #8).
- September 4 (v.34, #1). 2 copies.
- September 17 (v .34, #2).
- October 1 (v.34, #3).
- October 15 (v.34, #4).
- October 29 (v. 34, 6).
- November 26 (v .34, #7).
- December 10 (34, 8). 2 copies.

#### 1991

- January 22. (v.35, #1). 2 copies.
- February 4 (v.35, #2).
- February 19 (v.35, #3).
- March 4 (v.35, #4). 2 copies.
- April 8 (v.35, #5).
- April 22 (v.35, #6). 2 copies.
- May 6 (v.35, #6).
- September 30 (v.36, #1).
- October 15 (v. 36, #2). 2 copies.
- October 28 (v.36, #3). 2 copies.
- November 11 (v.36, #4).
- November 25 (v.36, #5).
- December 9 (v.36, #6).

#### 1992



- February 10 (v.37, #1).
- February 24 (v.37, #2).
- March 9 (v.37, #3).
- March 30 (v. 37, #4).
- April 13 (v. 37, #5).
- April 27 (v.37, #6).
- September 22 (v.38, #1).
- October 5 (v.38, #2).
- October 19 (v.38, #3).
- November 2 (v.38, #4).
- November 17 (v. 38 #). 2 copies.
- December 7 (v .38, #6). 2 copies.

#### 1993

- February 12 (v.39, #1).
- February 22 (v. 39, #2).
- March 8 (v.39, #3).
- March 29 (v.39, #4). 2 copies.
- April 12 (v. 39, #5).
- April 26 (v.39, #6).
- May 11 (v .39, #7). 2 Copies.
- September 27 (v. 40, #1).
- October 25 (v.40, #3).
- November 22 (v.40, #5).
- December 13 (v.40, #6).

#### 1994

- February 14 (v.40, #8).
- February 28 (v.40, #9).
- March 21 (v.40, #10).
- April 4 (v.40, #11).
- April 19 (v.40, #13).
- May 9 (v.40, #14). 2 copies [check]
- September 19 (v.41, #1).
- October 3 (v.41, #2).
- October 17 (v.41, #3).

- October 31 (v.41, #4).
- November 14 (v.41, #5).
- November 28 (v.41, #5).
- December 12 (v.41, #6).

#### 1995

- February 6 (v.42, #1).
- February 21 (v.42, #2).
- March 13 (v.42, #3).
- April 10 (v.42, #4).
- April 24 (v.42, #5).
- May 8 (v.42, #6).
- October 6 (v.43, #1).
- November 2 (v.43, #2). 2 copies.
- December 11 (v.43, #3). 2 copies.
- December 18 (v.43, #4).

#### 1996

- February 15 (v.43, #5).
- April 1 (v.44, #7). 2 copies.
- April 16 (v.44, #8). 2 copies.
- May 1 (v.44, #9). 2 copies.
- May 31 (v.44, #10). 2 copies.
- September 20 (v.45, #1). 2 copies.
- October 8 (v.45, #2). 2 copies.
- November 3 (v.45, #3).
- November 20 (v.45, #4).
- December 3 (v.45, #5).

#### 1997

- February 12 (v.45, #6).
- March 5 (v.45, #6).
- April 17 (v.45, #7).
- May 6 (v.45, #9). 2 Copies.
- September 24 (v.45, #1). 2 Copies.
- October 7 (v.45, #2). 2 Copies.

- October 20-November 3 (v.46, #3).
- November 10-17 (v.46, #4).

#### 1998

- February 3-16 (v. 47, #5). 2 Copies.
- February 19-March 3 (v. 47, #6). 2 Copies.
- March 9-19. (v. 47, #7).
- May 29 (V. 46, #5).
- September 8-13 (v.46, #1).
- October 5-19 (v.1, #1) Third Rai12.
- October 19 (v.2, Fa11) Third Rai12.
- November 2 (v.3, Fall).
- November 18 (Issue 3, Fall).

#### 1999

- February 5 (v.25, #8).
- February 26 (v.25, #9).
- March 16 (v.25, #10).
- April 26 (v.25, #11).
- May 12 (v.25, #12).
- October 6 (v.26, #1).
- October 25 (v.26, #2).
- November 5 (v.26, #3).
- November 29 (v.26, #4).
- December 13 (v.26, # 5).

#### 2000

- January 25 (v.26, #6).
- February 23 (v.26, #2).
- March 14 (v.26, #8).
- May 11 (v.26, #2).
- October 11 (v.27, #1).
- October 25 (v.27, #2).
- November 10 (v.27, #3).

#### 2001

- January 22 (v. 28, #1).
- February 23 (#2, spring).
- November 20 (v.1, #1).
- December 11 (v.1, #2).

#### 011.01.01 – Student Magazines

- 2017. Flyer. Bunker Hill Community College’s Literary Magazine art and writing submissions call to action.
- 1984. A R T Review. Literary magazine. “A New Beginning.”
- Bunker Hill Bridge: The literary journal of BHCC. Editorial Board: Gloria Aluise, Mike Dubson, Ruth Goodwin, Diane Smith, Enzo Surin, Guixia Yin. 38 p. 2 copies.
- 2014. Block Party, v. 1. 2 copies.
- N.D. Block Party, v. 3. 2 copies.
- 1989, May. The Final Word. Literary magazine of BHCC student organization. Editor Felicia J. Meyer, Faculty advisor: Henry L. Gormley.
- 2001. Book. “Kaleidoscope: A Publication of the Bunker Hill Community College Honors Program Volume 1.” Edited by Smith, Diane M. 98 p. 2 copies.
- 2005. Book. Kaleidoscope: A Publication of the Bunker Hill Community College Commonwealth Honors Program Volume 2. Edited by Smith, Diane M. 114 p. 2 copies.
- 2001. Authors: Ryoma Funayama, Ruth Kirchner, Renee Lynn Pento, Tami Rocchetta, Amy Scallon, Silvia Allen, Nina Mastrangelo, Sami Noujaim and Amine Hamdi, Regina Shpigel, Ryan Snyder. v.1. 98p.
- v.2. 114 p.
- The Quill. Student literary magazine.
- 1990. 41 p.
- 1991. 52 p.
- 1992. 63 p.
- 1993. 59 p.
- Reflections. Student literary magazine of prose, poetry, photo and graphics.
- 1975. Book. Reflections v.1, #1. 24p. 2 copies
- 1981, spring. v.1, #1. 8p.
- N.D. v. 2, #2. Staff: Stephen Evora, Richard Cinelli; faculty advisors: Rick Caporale, Tim McDonough, Jessica Alonza, Chuck Shairs.
- c. 1999. Booklet. Alternative Word: The Literary Magazine of Bunker Hill Community College. 14p. 2 copies.
- 1982, fall edition.

- 1983, spring edition.
- N.D. Reflections 3.
- N.D. Reflections 4.
- N.D. Staff: Grace DiBenedetto: Editor, Anne Covino: Assistant Editor, Shelton Young: Art Director, Maianne McGovan: Art Editor; Faculty Advisors: Tim McLaughlin and Courtney McGlynn.
- N.D. Copy editors: Edmund Watts & Marki Webber, Graphic Editor: Michael Rooney, Advisor: Tim McLaughlin.
- N.D. Managing Editor: Marki Webber, Copy Editor: Edmund Watts, Graphic Editor Mike Rooney, Assistant Graphic Editors: Rick Doubleday, Lynne Dunne, Lisa Cinotta, and Eileen Dunne; Advisor: Tim McLaughlin.
- Word: The Literary magazine of Bunker Hill Community College [2000] 12 p. (2 copies) missing.

#### 011.01.02 – Student Newsletters

- BHCC News from the Hill
- 2009, Fall. v.2.
- 2010, Spring.
- 2010, Fall. v.2.
- BHCC A View from the Hill
- 2009, Spring. v.2.
- Black Voices. The African American Cultural Society Newsletter. Expressing our thoughts and making our voices heard.
- 2001, March. v.1, #2.
- 2001, October v.2 #1. 8 p.
- 2002, February. v.2, #3.
- 2002, March-April. v.2, #4.
- 1988, May 12. Typewriting. v.1, #2. 7 p. 1 missing
- The Rising Tide of Minority Voices. A BHCC Ethnic Minority Student Triweekly.
- 1988, April 13. v.1, #1. 8 p.
- 1988, May 12. v.1, #2.
- Youth Report ABCD Summer Program newsletter. Program for Boston Youth at BHCC.
- 1984, Summer.
- 2001, October. Newsletter. “Black Voices: The African American Cultural Society Newsletter.” 8 p. (Vol. 2, Issue 1)

### 11.01.03 – Student Yearbooks

- 1975-1976. Retrospect.
- 1977. Yearbook. 6 copies.

### RG011.02 – BHCC Catalogs

#### 011.02.01 – BHCC College Catalogs

- 1974. Book. "Catalog of Bunker Hill Community College, 1974-1975." 92 p. 2 copies.
- 1975. Book. "Catalog of Bunker Hill Community College: 1975-1976, 1976-1977." Bunker Hill Community College. 60 p. 2 copies.
- 1977. Book. "Catalog of Bunker Hill Community College, 1977-1978." Bunker Hill Community College. 122 p. 2 copies.
- 1978. Book. Catalog of Programs, 1978-1979. 122 p. 2 copies.
- 1979. Book. Programs of Study Catalog and course descriptions for 1979-1980 Bunker Hill Community College School Year. 122 p. 2 copies.
- 1980. Book. Bunker Hill Community College Catalogue, 1980-1981. 123 p. 2 copies.
- 1981. Book. Bunker Hill Community College Catalogue 1981-1982. 116 p. 2 copies.
- 1982. Book. Bunker Hill Community College catalogue 1982-1983. 114 p. 2 copies.
- 1983. Book. Bunker Hill Community College Catalog of Programs. 1983-1984. 112 p. 2 copies.
- 1984. Book. Bunker Hill Community College Catalog of Programs. 1984-1985. 128 p. 2 copies.
- 1985. Book. Bunker Hill Community College Catalog of Programs. 151 p. 2 copies.
- 1986. Book. Bunker Hill Community College Catalog of Programs of study (Majors), 1986-1987. 167 p. 2 copies.
- 1987. Book. Bunker Hill Community College Catalog of Programs, 1987-1988. 179 p. 2 copies.
- 1988. Book. Bunker Hill Community College Catalog of Programs, 1988-1989. 185 p. 2 copies.
- 1989. Book. Bunker Hill Community College Catalog 1989-1990. 188 p. 2 copies.
- 1990. Book. Bunker Hill Community College Catalog, 1990-1991. 187 p. 2 copies.
- 1991. Book. Bunker Hill Community College Catalog, 1991-1992. 199 p. 2 copies.

- 1992. Book. Bunker Hill Community College Catalog of Programs 1992-1993. 200 p. 2 copies.
- 1993. Book. “Bunker Hill Community College 1993-1994 Catalog of Programs” Bunker Hill Community College. 223 p. 2 copies.
- 1994. Book. Bunker Hill Community College 1994-1996 Catalog. 261 p. 2 copies.
- 1996. Book. Bunker Hill Community College 1996-1998 catalog. 265 p. 2 copies.
- 1998. Book. Bunker Hill Community College 1998-1999 Catalog. 185 p. 2 copies.
- 1999. Book. Bunker Hill Community College 1999-2000 Catalog. 177 p. 2 copies.
- 2000. Book. Bunker Hill Community College 2000-2001 Catalog. 180 p. 2 copies.
- 2001. Book. Bunker Hill Community College 2001-2002 Catalog. 185 p. 2 copies.
- 2002. Book. Bunker Hill Community College 2002-2003 Catalog. 186 p. 2 copies.
- 2003. Book. Bunker Hill Community College 2003-2004 Catalog. 184 p. 2 copies.
- 2004. Book. Bunker Hill Community College 2004-2005 Catalog. 184 p. 2 copies.
- 2005. Book. Bunker Hill community College 2005-2006 Catalog. 192 p. 2 copies.
- 2006. Book. Bunker Hill Community College 2006-2007 Catalog. 196 p. 2 copies.
- 2007. Book. Bunker Hill Community College 2007-2008 Catalog. 212 p. 2 copies.
- 2008. Book. Bunker Hill Community College 2008-2009 Catalog. 220 p. 2 copies.
- 2009. Book. Bunker Hill Community College 2009-2010 Catalog. 236 p. 2 copies.
- 2010. Book. Bunker Hill Community College 2010-2011 Catalog. 252 p. 2 copies.
- 2011. Book. Bunker Hill Community College 2011-2012 Catalog. 248 p. 2 copies.
- 2012. Book. Bunker Hill Community College 2012-2013 Catalog. 256 p. 2 copies.
- 2013. Book. Bunker Hill Community College 2013-2014 Catalog. 264 p.
- 2014. Book. Bunker Hill Community College 2014-2015 Catalog. 292 p. 2 copies.
- 2015. Book. Bunker Hill Community College 2015-2017 Catalog. 292 p. 2 copies.
- 2017. Book. Bunker Hill Community College 2017-2019 Catalog. 265 p. 2 copies.
- 2019. Book. Bunker Hill Community College 2019-2021 College Catalog. 332 p.

#### 011.02.02 – BHCC Course Catalogs

Course Descriptions & Programs, Master Schedules, Course Offerings, Course Booklets, Division of Continuing Education Catalogs, Credit & Non-Credit Courses, and Community Education Catalogs:

#### **Box 1**

- o 1973.
- o Fall. Course Descriptions and Programs. 2 copies.
- o 1974.
- o Fall. Course Descriptions and Programs. 2 copies.
- o Fall, 1974/75. Handout. “Courses of Instruction Fall – 1974/75.” 8 p.

- o Spring. Course Booklet. 2 copies.
- o Spring. Course Offerings.
- o 1973-1974. Fall. Course Booklet. 2 copies.
- o 1974-1975. Fall and Spring. Booklet.
- o 1975-1976. Fall. Pamphlet. Course Descriptions and Programs.
- o 1975-1976. Fall. Booklet. Course Descriptions and Programs. 2 copies.
- o 1975. Newspaper. BHCC Registration News. 2 copies.
- o 1975
- Spring. Division of Continuing Education. Course Booklet. 2 copies.
- Summer. Division of Continuing Education. Course Brochure. 2 copies.
- Fall. Division of Continuing Education. Course Booklet.
  - o 1976.
- Spring. Division of Continuing Education. Course Booklet. 2 copies.
- Summer. Division of Continuing Education. Course Booklet. 2 copies.
- Fall. Division of Continuing Education. Course Booklet. 2 copies.
- 1977
- Spring. Division of Continuing Education. Course Booklet. 2 copies.
- Spring. BHCC Spring Session.
- Fall. BHCC Fall Session.
- 1978.
- Summer Sessions.
- Fall. Master Schedule.
- Fall. Division of Continuing Education. Course Booklet.
  - o 1978-1979. Course Booklet.
  - o 1979. Master Schedule. 2 copies.
- Spring. Division of Continuing Education. Course Booklet.
- Spring. Master Schedule.
- Fall. Master Schedule.
  - o 1980.
  - o Spring. Master Schedule.
- Summer. Pamphlet. Division of Continuing Education.
- Fall.
  - o 1981-1982. Spring. Catalog of programs. Division of Continuing Education. 2 copies.
  - o 1982-1983. Catalog of programs. Division of Continuing Education. 2 copies.
  - o 1983-1984. Catalog of programs. Division of Continuing Education. 2 copies.
  - o 1984, Fall. Document. "Bunker Hill Community College Master Schedule." 28 p.
  - o 1984, March 7. Document. All existing courses in 1984 arranged by the New Course Number. 9 p.
  - o 1984-1985. Catalog of programs. Division of Continuing Education. 2 copies.
  - o 1985.
  - o Summer. Course Pamphlet.
  - o 1985-1986. Catalog of programs. Division of Continuing Education. 2 copies



- o 1987.
- o 1987. Book. Bunker Hill Community College Catalog of Programs, 1987-1988. 179 p.
- Summer Catalog.
- Fall Catalog.
  - o 1988.
- Summer. Course Catalog. Division of Continuing Education. 2 copies
- Fall. Course Catalog. Division of Continuing Education. 2 copies.
- 1988-1989. Master Schedule.
  - o 1989.
- Spring. Course Descriptions.
- Spring. Course Catalog. Division of Continuing Education. 2 copies.
- Summer. Course Catalog. Division of Continuing Education.
- Fall. Master Schedule.
  - o 1990.
  - o Spring. Course Catalog. Division of Continuing Education.
  - o Spring. Master Schedule.
  - o Summer. Course Descriptions. Division of Continuing Education.
  - o Summer. Course Catalog. Division of Continuing Education. 2 copies.
  - o Fall. Course Catalog. Division of Continuing Education.
  - o Fall. Master Schedule.
  - o 1991.
- Spring. Course Descriptions. Division of Continuing Education.
- Spring. Course Catalog. Division of Continuing Education. 2 copies.
- Spring. Master Schedule.
- Summer. Catalog of Courses.
- Fall. Master Schedule.
  - o 1992.
  - o Spring. Non-Credit Course Catalog.
  - o Spring. Course Catalog. 2 copies.
  - o Summer. Course Catalog. 2 copies.
  - o Fall. Course Catalog. 2 copies.
  - o 1993.
- Spring. Course Catalog.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog. 2 copies.
- Fall. Non-Credit Course Catalog.
  - o 1994.
- Spring. Course Catalog. 2 copies.
- Spring. Course Schedule. 2 copies.
- Spring. Non-Credit Course Catalog. 2 copies.
- Summer. Course Schedule. 2 copies.
- Fall. Master Schedule.

- Fall. Non-Credit Course Catalog.

1995.

- Spring. Course Schedule Includes Community Services Non-Credit Courses for Spring 1995. 22 p. 2 copies. [Check
- Spring. Non-Credit Course Catalog.
- Spring. Learning for the Real World.
- Summer. Course Catalog also includes Non-Credit Catalog inside. 21 p. 2 copies.
- Summer. Non-Credit Course Catalog. 2 copies.
- Summer. Course Schedules. 2 copies.
- Program Listing.
- 1995, Fall. Calendar. "Registration Calendar." 8 p.
- Fall. Course Catalog.
- Fall. Non-Credit Course Catalog.

- o 1996.

- Spring. Course Schedules and Description. 2 copies.
- Summer. Course Schedules and Description. 2 copies.
- Fall. Course Catalog. 2 copies.
- Fall. Course Schedules and Description. 37 p. 2 copies.
- Fall. Non-Credit Course Bulletin.

- o 1997.

- Spring. Course Schedules and Description. 2 copies.
- Summer. Non-Credit Course Catalog. 14 p. 2 copies
- Summer. Course Schedules and Descriptions. 2 copies.
- Fall. Course Schedules and Descriptions. 2 copies.
- Fall. Non-Credit Course Schedule. 19 p. 2 copies.
- N.D. Course descriptions. 32 pages.

## Box 2

- o 1998.

- Spring. Non-Credit Course Catalog. 2 copies.
- Spring. Course Schedules and Descriptions. 2 copies.
- Summer. Non-Credit Course Catalog. 2 copies.
- Summer. Course Schedules and Descriptions. 2 copies.
- Fall. Telecourses.
- Fall. Non-Credit Bulletin.
- Fall. Course Schedules and Descriptions.

- o 1999.

- Spring. Center for Self-Directed Learning. 2 copies.
- Spring. Community Education Bulletin.
- Spring. Course Descriptions and Class Schedules. 40 p. 2 copies.

- Summer. Courses and Class Schedules. 2 copies.
- Fall. Courses and Class Schedules.
  - o 2000.
- Spring. Course Schedule. 2 copies.
- Summer. Course Schedule 2 copies.
- Fall. Course Schedule. 2 copies
  - o 2001.
- Spring. Course Schedule. 2 copies.
- Summer. Course Schedule. 2 copies.
- Fall. Course Schedule. 2 copies.
  - o 2002.
- Spring. Course Catalog. 2 copies.
- Spring. Master Schedule.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog. 2 copies.
  - o 2003.
- Spring. Course Catalog. 2 copies.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog. 3 copies.
  - o 2004.
- 2004. Brochure. Summer 2004 Course catalog. 28 p.
- Spring. Course Catalog. 2 copies.
- Spring. Community Education Catalog.
- Fall. Course Catalog. 2 copies.
  - o 2005.
- Spring. Course Catalog. 2 copies.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog. 2 copies.
  - o 2006.
- Spring. Course Catalog. 2 copies.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog. 2 copies.
- Fall. Community Education Catalog. 2 copies.
  - o 2007.
- Spring. Course Catalog. 2 copies.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog. 2 copies.
  - o 2008.
- Spring. Course Catalog.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog.

**Box 3**

- 2008, Fall. Flyer. "Fall 2008 Offerings." 1 page.
- 2009
- Spring. Course Catalog.
- Fall. Credit Courses Fall '09. 48 p.
- 2010
- Spring. Course Catalog. 2 copies.
- Fall. Course Catalog. 2 copies.
- 2012
- Spring. Course Catalog.
- Summer. Course Catalog. 2 copies.
- Fall. Course Catalog. 2 copies.
- 2013
- Summer. Course Catalog.
- 2014
- Spring. Course Catalog.
- Summer. Course Catalog.
- Fall. Course Catalog.

#### Miscellaneous

- 1979, Fall. BHCC Division of Continuing Education Catalog.
- 1980, Fall. BHCC Division of Continuing Education Catalog.
- 1981, Spring. BHCC Division of Continuing Education Catalog.

#### 011.02.03 – Newspaper Advertisement for College Courses. Currently in Box 1.

- 1993, February 2.
- 1993, February 5. The Chelsea Record.
- 1993, April 29. The Winthrop Sun Transcript. Photocopy.
- 1993, May 20.
- 1994, November 28. Press release. "Registration for Spring Semester."
- 1994, December 13. Press release. "Registration for the Medford and Somerville Satellites." 2 copies.
- 1995, January 7. Press release. "Non-Credit Courses for Spring Semester."
- 1995, January 15. Press release. "Baseball Non-Credit Course."
- 1995, April 10. Press release. "Summer Registration." 2 copies.
- 1995, April 14. Press release. "Summer Registration."
- 1995, June 3. Press release. "Summer Session II."
- 1995, June 7. Press release. "Registration for Second Summer Session."
- 1995, June 7. Press release. "Summer Session II."
- 1995, June 16. Press release. "Summer Non-Credit Courses."

- 1996, January 12. Press release. "On-Going Registration for Adult Education Courses at BHCC."
- 1995, (Fall?). Newspaper clipping. "Fall 1995 Courses." Has a list of courses offered on one side with a photo of BHCC on the other side.
- 1996. Press releases. Spring Registration.
- 1998. Press releases. Spring Registration. 2 copies.
- 2002, Spring. Advertisements
- 2002, Spring. Press releases. Course offerings.
- 2004, Spring. Press releases. Course offerings. Revere satellite location and Somerville satellite location.
- 2004, December 14. Newspaper clipping. "Make your hopes a reality this year, by enrolling at Bunker Hill Community College." Metro Boston.

#### **Box 4**

011.02.04 - Community Education (1999-2016)

##### **Folder 1: 1999-2005**

- Summer 1999. Booklet. Community Education non-credit courses + class schedules. 6p. 2 copies.
- Spring 2001. Booklet. Community Education course catalog. 10 p.
- Summer 2001. Booklet. Community Education course catalog. 10 p.
- Fall 2002. Community Education non-credit course catalog. 13 p. 2 copies.
- Spring 2004. Community Education course catalog. 18 p.
- Fall 2004. Community Education course catalog. 18 p.
- Summer 2005. Community Education course catalog. 8 p. 2 copies.
- Fall 2005. Community Education course catalog. 22 p. 2 copies.

##### **Folder 2: 2006-2012**

- Spring 2006. Community Education course catalog. 34 p. 2 copies.
- Summer 2006. Community Education course catalog. 14 p. 2 copies.
- Fall 2006. Community Education course catalog. 22 p.
- Summer 2007. Community Education course catalog. 14 p.
- Fall 2007. Community Education course catalog. 18 p. 2 copies.
- Spring 2008. Community Education course catalog. 18 p.
- Spring 2012. Community Education course catalog. 14 p. 2 copies.

##### **Folder 3: Summer 2012- Spring 2014**

- 2012. Summer. Community Education Course catalog. 14 p.
- 2012. Fall. Community Education Course Catalog. 14 p. 2 copies.
- 2013. Summer. Community Education Course Catalog. 14 p.

- 2013. Fall. Community Education Course Catalog. 18 p.
- 2014. Spring. Community Education Course Catalog. 18 p. 2 copies.

**Folder 4: Spring 2015- Spring 2019**

- 2015. Spring. Community Education Course Catalog. 14p. 2 copies.
- 2015. Summer. Community Education Course Catalog. 14 p. 2 copies.
- 2016. Spring. Community Education Course Catalog. 22 p. 2 copies.
- 2019. Spring. Corporate and Community Education Catalog. 17p. 2 copies.
- 2019, Fall. Booklet. Corporate and Community Education Catalog. 13 p. 2 copies. Both Copies include Fliers for a Cannabis Industry information session and workshop; online courses for Community Education and Adult Education Pathways; and Medical Technology Certificates for CNA Plus Programs.
- 2024, Fall. Booklet. "Workforce and Community Education Catalog." 21 p. 2 copies.

RG011.03 – BHCC Newsletters

**Box 1**

*The Faculty & Staff Newsletter*

- 1973
  - November 29.
  - December 6.
- 1974
  - February 14, 24.
  - March 7, 28.
  - May 16.
- 1975
  - June 20.
- 1977
  - September 1, 8, 14.
  - October 12.
  - December 8.
- 1978
  - March 9, 30.
  - April 6, 13, 27.
  - May 11.
  - July 28.
  - September 14.
- 1979

- January 18.
  - February 9.
  - October 22.
  - November 20.
- 1980
  - April 15, 28.
  - September 11, 18, 25.
  - October 2, 9, 16, 30.
  - November 6, 13, 20.
  - December 4, 11, 18.
- 1981
  - January 29.
  - February 5, 26.
  - March 5, 12.
  - April 2.
  - September 24.
  - October 1.
  - November 27.
  - December 10.
- 1982
  - January 29.
  - February 5, 11, 18, 25.
  - March 4, 25.
  - April 1, 8, 15.
  - September 9, 23.
  - 1982, September 30. Newsletter. "The Faculty and Staff Newsletter." 1 p. double-sided.
  - October 28.
  - November 5, 10, 12, 19, 26.
  - December 9, 16, 23.
- 1983
  - January 20, 27.
  - February 3, 10, 17, 24.
  - March 3, 10, 17, 31.
  - April 7, 14, 21, 28.
  - May 5, 12.
  - July 27.

- September 14, 22, 30.
- October 13, 20, 27.
- November 4, 17, 23.
- December 3, 8, 15,
- December 22. 1 p. double-sided. [2 copies check]
- 1984
  - January 19, 26.
  - February 2, 9, 16, 23.
  - March 1, 8, 15, 29.
  - April 5, 12, 19, 26.
  - May 3, 10, 17.
  - June 27.
  - July 25.
  - August 30.
  - September 6, 13, 20, 27.
  - October 4, 18.
  - November 8, 29.
  - December 6, 13.
- 1985
  - January 17, 24, 30.
  - February 6, 13, 21, 28.
  - March 7, 21, 28.
  - April 4, 11, 18, 25.
  - May 2, 9, 16, 22.
  - July 24.
  - August 28.
  - September 5, 12, 19, 26.
  - October 3, 10, 17, 24, 31.
  - November 7, 21, 27.
  - December 5, 12, 19.

## **Box 2**

### *The Faculty & Staff Newsletter*

- 1986
  - January 23, 30.
  - February 6, 13, 20, 27.
  - March 6, 13, 20.



- April 3, 10, 16, 23.
- May 1, 8, 15, 22.
- July 23.
- August 28.
- September 4, 11, 18, 25.
- October 2, 9, 16, 23, 30.
- November 6, 13, 20, 26.
- December 4, 11, 18.
- 1987
  - January 15, 22, 29.
  - February 5, 12, 19, 26.
  - March 5, 12, 19, 26.
  - April 2, 9, 16, 23, 30.
  - May 7, 14.
  - June 24.
  - July 22.
  - August 26.
  - September 3, 10, 17, 24.
  - October 1, 8, 15, 22, 29.
  - November 5, 12, 19, 27.
  - December 3, 10, 17.
- 1988
  - January 28.
  - February 4, 11, 18, 25.
  - March 3, 10, 17, 24, 31.
  - April 7, 14, 21, 28.
  - May 5, 12, 19, 25.
  - June 23.
  - July 21.
  - August 25.
  - September 8, 15, 22, 29.
  - October 6, 12, 20, 27.
  - November 3, 10, 17, 24.
  - December 1, 8, 15, 22.
- 1989
  - January 19, 26.
  - February 2, 9, 16, 23.

- March 2, 9, 16, 23, 30.
- April 6, 13, 20, 27.
- May 4, 11, 18, 25.
- June 21.
- July 26.
- August 23.
- September 7, 14, 21, 28.
- October 5, 12, 19, 26.
- November 2, 9, 16, 23, 30.
- December 5, 14, 21.
- 1990
  - January 18, 25.
  - February 1, 8, 15, 22.
  - March 1, 8, 15, 29.
  - April 5, 12, 19, 26.
  - May 3, 10, 17, 24.
  - June 20.
  - July 25.
  - August 22.
  - September 6, 13, 20, 27.
  - October 4, 11, 25.
  - November 1, 8, 15, 29.
  - December 6, 13, 20.
- 1991
  - January 24, 31.
  - February 7, 14, 21, 28.
  - March 7, 14, 28.
  - April 4, 11, 18, 25.
  - May 2, 9, 16, 23.
  - September 5, 12, 19, 26.
  - October 3, 10, 17, 24, 31.
  - November 7, 14, 21.
  - December 5, 12, 19.
- 1992
  - January 9, 23, 30.
  - February 6, 13, 24.
  - March 2, 9, 23, 30.

- April 6, 13, 21, 27.
- May 4, 11, 26.
- June 15.
- July 6.
- August 31.
- September 14, 21, 28.
- October 13, 19, 26.
- November 2, 9, 16, 23, 30.
- December 7, 14, 21.
- News Update:
  - 1991/1992, Winter.
  - 1992, Spring.
- 1993
  - January 25.
  - February 1, 8, 16, 22.
  - March 1, 8, 29.
  - April 5, 12, 20, 26.
  - May 3, 10, 17, 24.
  - June 1, 21, 26.
  - August 9, 16, 23.
  - September 7, 13, 20.
  - October 4, 12, 18, 25.
  - November 1, 8, 15, 22, 29.
  - December 6,
  - December 13. Newsletter. "Faculty and Staff Newsletter." 2 p. 2 copies.
  - December 20.
- 1994
  - January 18, 24, 31.
  - February 7, 14, 22, 28.
  - March 7, 21, 28.
  - April 4,
  - April, 19. Newsletter. "Faculty and Staff Newsletter." 3 p. 2 copies [check]
  - April, 25.
  - May 2,
  - May, 9. Newsletter. "Faculty and Staff Newsletter." Includes "Bunker Hill Community College As A Graduate School." and April 12, 1994 College Forum Minutes. 7 p. 2 copies.

- May 16, 23, 31.
- June 20. 2 copies
- October 3, 12, 17, 24, 31.
- November 7, 14, 21, 28.
- December 5, 12, 19.
- 1995
  - January 23, 30.
  - February 6, 13, 21, 27.
  - March 6, 13, 20, 27.
  - April 3, 10.
  - May 2, 18.
  - September 18, 25.
  - October 2, 9, 16, 23, 30.
  - November 6, 13, 20.
  - December 4, 11, 18.
- 1996
  - January 22, 29.
  - February 5, 12, 20, 26.
  - March 4, 11, 25.
  - April 2, 8, 16, 29.
  - May 6, 13, 20.
  - September 3, 9, 23, 30.
  - October 7, 15, 21, 28.
  - November 4, 12, 18, 25.
  - December 9, 16.
- 1997
  - January 21, 27.
  - February 3, 10, 18, 24.
  - March 3, 10, 18, 24, 31.
  - April 7, 14, 22, 28.
  - May 5, 12, 19.
  - June 2, 16,
  - June 30. Newsletter. "Faculty and Staff Newsletter." Includes May 7, 1997 MACER Meeting minutes, Executive Staff Minutes from June 10, 1997, and June 12, 1997 MACER Meeting minutes. 13 p. 2 copies.
  - July 14, 28.
  - August 11, 25.

- September 2, 8, 15, 22, 29.
- October 7, 14, 21, 28.
- November 4, 13, 18, 25.
- December 2, 9.

### **Box 3**

#### *The Faculty & Staff Newsletter*

- 1998
  - January 20, 27.
  - February 3, 10, 17, 24.
  - March 3, 10, 18, 31.
  - April 7, 14, 21, 28.
  - May 5, 12, 19.
  - June 2, 16, 30.
  - July 14, 28.
  - August 11, 25.
  - September 1, 8, 15, 22, 29.
  - October 6, 13, 20, 27.
  - November 3, 10, 17, 24.
  - December 1, 8, 15.
- 1999
  - January 26.
  - February 2, 9, 16, 23.
  - March 2, 9, 16, 23, 30.
  - April 6, 13, 20, 27.
  - May 4, 11, 18, 25.
  - June 8, 22.
  - July 6, 20.
  - August 3, 17, 31.
  - September 7, 14, 21, 28.
  - October 5, 12, 19, 26.
  - November 2, 9, 16, 23, 30.
  - December 7, 14, 21.

### **Box 4**

#### *The Faculty & Staff Newsletter*

- 2000
  - January 25. 2 copies
  - February 1, 8, 15, 22, 29. 2 copies each
  - March 7, 14, 21, 28. 2 copies each
  - April 4, 11, 18, 25. 2 copies each
  - May 2, 9, 16, 23, 30. 2 copies each
  - June 13, 27. 2 copies each
  - July 11, 25. 2 copies each
  - August 8, 22. 2 copies (August 22)
  - September 5, 12, 19, 26. 2 copies each
  - October 3, 10, 17, 24, 31. 2 copies each
  - November 7, 14, 21, 28. 2 copies each
  - December 5, 12, 19. 2 copies each
- 2001
  - January 23, 30.
  - February 6, 13, 20, 27.
  - March 7, 13, 20, 27.
  - April 3, 10, 17, 24.
  - May 1, 8, 15, 22, 29.
  - June 12, 26.
  - July 24, 10.
  - August 7, 21.
  - September 4, 11, 18, 25.
  - October 2, 9, 16, 23, 30.
  - November 6, 13, 20, 27.
  - December 4, 11, 18.

2002

- January 22, 29.
- February 5, 12, 19, 26.
- March 5, 12, 19, 26.
- April 2, 9, 16, 23, 30.
- May 7, 14, 21, 28.
- June 4, 18.
- July 2, 16, 30.
- August 13, 27.
- September 3, 10, 17, 24.

- October 1, 8, 15, 22, 29.
- November 5, 12, 19, 26.
- December 3, 10, 17, 24.

## 2003

- January 21, 28.
- February 4, 11, 18, 25.
- March 4, 11, 18, 25.
- April 1, 8, 15, 22, 29.
- May 6, 13, 20.
- June 3, 17.
- July 1, 15, 29.
- August 12, 26.
- September 2, 9, 16, 23, 30.
- October 7, 14, 21, 28.
- November 4, 10, 18, 25.
- December 2, 9, 16.

## 2004

- January 20, 27.
- February 3, 10, 17, 24.
- March 2, 9, 16, 23, 30.
- April 6, 13, 20, 27.
- May 4, 11, 18.
- June 8, 22.
- July 6, 20.
- August 17.
- September 7, 21, 28.
- October 5, 12, 19.
- November 2, 9, 16, 23, 30.
- December 7, 14.

## 2005

- January 18.
- February 1, 8, 15, 22.
- March 1, 8, 15, 22, 29.

- April 5, 12, 19, 26.
- May 3, 10, 17.
- June 14, 28.
- July 12, 19.
- August 2, 16.
- September 6, 13, 27.
- October 11.
- November 8, 22.
- December 6, 21.

## 2006

- January 24. 2 copies each
- February 7, 21. 2 copies each
- March 7, 21. 2 copies each
- April 4, 18. 2 copies each
- May 4, 16.
- July 18.
- August 1.
- September 7, 19.
- October 3, 17,
- 2006, October 31. Newsletter. Faculty and Staff News Issue 355. 4 p. Includes October 10, 2006 Executive Staff Meeting Minutes. 2 p. (1 page double-sided). 2 copies.
- 2006, November 14. Newsletter. Faculty and Staff news Issue 356. 4 p. Includes October 17, 2006 Executive Staff Meeting Minutes. 2 p. (1 page double-sided). 2 copies.
- November 28.
- December 19.

## 2007

- February 7, 20.
- 2007, March 6. Newsletter. Faculty and Staff News Issue 361. 4 p. Includes February 13, 2007 Executive Staff Meeting Minutes. 2 p (1 page double-sided). 2 copies.
- March 20.
- April 3.
- May 1.
- 2007, June 19. Newsletter. Faculty and News Issue 365. 4 p. Includes April 24; May 1, 8, 22; and June 5, 2007 Executive Staff Meeting Minutes. 8 p. 2 copies.



- 2007, September 11. Newsletter. Faculty and Staff News Issue 366. 4 p. Includes August 16 and 21, 2007 Executive Staff Meeting Minutes 3 p. 2 copies.
- September 25.
- October 9,
- 2007, October 23. Newsletter. Faculty and Staff News Issue 369. 4 p. Includes October 2, 2007 Executive Staff Meeting Minutes. 2 p. (1 page double-sided). 2 copies.
- November 6,
- 2007, November 27. Newsletter. Faculty and Staff News Issue 370. 4 p. Includes October 17 and 23 Executive Staff Meeting Minutes. 3 p. 2 copies.
- December 13.

## 2008

- February 5, 27.
- March 11, 26.
- April 8.
- June 27.
- July 15.
- August 8.
- September 23.
- November 4.
- December 16.
- 2009
- February 10.
- March 11.
- April 1.
- May 5.
- 2008, June 27. Newsletter. Faculty and Staff News Issue 378. 4 p. Includes May 27; and June 3, 24 Executive Staff Meeting Minutes. 2 p. 2 copies.
- July 29.
- September 15.
- October 28.
- November 10, 24.
- December 11.

## 2010

- February 12. 2 copies
- June 25. 2 copies

- July 23. 2 copies
- September 29. 2 copies
- November 22.
- December 7. 2 copies
- December 21. 2 copies

## 2011

- March 8. 2 copies
- 2011, April 20. Newsletter. Faculty and Staff news Issue 402. 4 p. 2 copies.
- July 8. 2 copies

## Binder - 2<sup>nd</sup> Location of BHCC Faculty and Staff Newsletters from 2001-2011

- 2001
  - February 20, 27.
  - March 13, 20.
  - April 3, 17.
  - May 1, 8, 15, 22, 29.
  - June 12.
  - July 10.
  - August 21.
  - September 25.
  - October 2, 9, 16, 30.
  - November 6, 20.
  - December 4.
- 2002
  - January 22, 29.
  - February 5, 12, 26.
  - March 5, 12, 19, 26.
  - April 9, 16, 23, 30.
  - May 7, 14, 21, 28.
  - June 4.
  - July 2, 16, 27.
  - September 10, 17.
  - October 15, 29.
  - November 19, 26.
  - December 10.

- 2003
  - February 18, 25.
  - March 4, 11, 18.
  - April 15.
  - May 6, 20.
  - July 1.
  - September 2.
  - November 10, 18.
  - December 9.
- 2004
  - January 20, 27.
  - February 3, 10, 17, 24.
  - March 2, 9, 16, 23, 30.
  - April 6, 13, 20, 27.
  - May 4, 11.
  - June 8, 22.
  - July 6.
  - September 7, 28.
  - October 19.
  - November 30.
  - December 7, 14.
- 2005
  - January 18.
  - February 1, 8, 15, 22.
  - March 1, 8, 15, 29.
  - April 5, 19.
  - May 3, 17.
  - June 14, 28.
  - July 12, 19.
  - August 2, 16.
  - September 6, 13, 27.
  - October 11.
  - November 8, 22.
  - December 6, 20.
- 2006
  - January 24. 2 copies each
  - February 7, 21. 2 copies each

- March 7, 21. 2 copies each
- April 4, 18. 2 copies each
- September 7, 19.
- October 3, 17 (misprinted as 3).
- November 14, 28.
- December 19.
- 2007
  - February 7, 20.
  - March 6, 20.
  - April 3.
  - May 1.
  - June 19.
  - September 12, 25.
  - October 9, 23.
  - November 6, 27.
- 2008
  - February 5, 27.
  - March 11, 26.
  - April 8.
  - June 27.
  - July 15.
  - August 8.
  - September 23.
  - November 4.
  - December 16.
- 2009
  - February 10. 2 copies
  - March 11. 2 copies.
  - April 1. 2 copies.
  - May 5. 2 copies.
  - June 25. 2 copies.
  - July 29. 2 copies.
  - September 15. 2 copies.
  - October 28. 2 copies.
  - November 10. 2 copies.
  - November 24. 2 copies.
  - December 11. 2 copies.

- 2010
  - February 12.
  - June 25.
  - July 23.
  - September 29.
  - November 22.
  - December 21.
- 2011
  - March 8.
  - April 20.
  - July 8.
  
- 1991 – 2002. BINDER. “BHCC NEWSLETTER ARCHIVE.”
- 2001 – 2011. BINDER. “BHCC newsletter archive.” THIS BINDER IS ORGANIZED FROM 2011 – 2001 AND HAS LESS THAN THE OTHER 2001-2011 BINDER.
- 2003 – 2010. BINDER. “BHCC NEWSLETTER ARCHIVE.”

**Box 5**

- *A.F.S.C.M.E. Membership Newsletter*
- 1990, June. v.1, #1.
- *BH Academic Affairs*
- 1996, October. v.2.
- *Black Voices*
- 2001, March. v1, #2.
- *CEBO Update - Continuing Education & Business Outreach/BHCC*
- 1994, Winter. v.2.
- *CEBO Weekly*
- 1993, November 1.
- *Co-op News - Office of Cooperative Education*
- 1986, Summer. 4 p.
- *Division of Student Affairs*
- 2002, March. 2 copies.
- *BHCC Foundation Year in Review*
- 2000.

- *Instructional News across the Curriculum: A Bi-weekly Newsletter of the College-Wide Writing Project*
- 1988 (?)
- N.D. Headline: "Writing Across the Curriculum at Bunker Hill Community College."
- *Math Department Meeting Notes*
- 2014, November. v.9, #1.
- *The 'Night Cap' and Night Times - Division of Continuing Education*
- N.D.
- 1981. v.1, #1.
- 1982. v.2, #1-4.
- 1983. v.4, #1, 2.
- 1983. v.5, #1, 2.
- 1983. v.6, #1.
- 1984. v.7, #1.
- 1985. v.1, #1, 2
- 1986. v.1, #3-6
- 1986. v.2, #1, 2
- 1987. v.2, #3-5
- 1987. v.3, #1, 2
- 1988. v.3, #3-6
- 1990. v.4, #1
- 1991. V.4, #3. 4 p.
- 1991. V. 4, #5.
- *Perspective*
- 1981. v.1, #1, 2.
- 1981-1982. v. 2, #1 (2 copies), 2, 3 (2 copies).
- 1982-1984. v.3, #1 (3 copies), 2, 3 (2copies).
- 1984-1985. v.4, #1, 2, 3 (4 copies).
- 1985-1986. v. 5, #1 (2 copies), 2, 3.
- 1986-1987. v. 6, #1 (3 copies), 2 (2 copies), 3.
- *P.S We're Adjuncts Newsletter*
- 2001. Winter
- 2002. Winter
- *Union Beat – Newsletter for MCCC Members*
- 2000, May 11. v.1, #2.
- *Beyond Boundaries- Office of International Programs Newsletter*
- 1994.

- 1994, Fall. 8 p.
- *Foundation Points - Bunker Hill Community College Foundation, Inc.*
- 2003, Fall.
- 2004, Summer. 2 copies
- 2004, Fall.
- 2004, Summer. 2 Copies.
- 2005, Summer. 3 Copies
- 2005/2006 Winter. 2 Copies
- From the President's Desk
- 1988, December. v.1, #1. 2 copies.
- 1989, January. v.2, #1. 2 copies.
- 1989, March. V.2 #2.
- 1989, April. v.2, #3. 2 copies.
- 1989, May. V.2 #4. 2 copies.
- 1989, September.
- 1989, October.
- 1989, November/December.
- 1989, December.
- 1990, February. 2 copies
- 1990, November
- 1990, December. 2 copies.
- 1991, January.
- 1991, February.
- 1991, April.
- 1991, May.

*Here's the Scoop - Division of Student Affairs Newsletter*

- 1996. v.1.
- 1997
- Fall. v.9. 2 p.
- v.8. 4 p. 2 copies.
- Fall 1997. Newsletter. "Here's the Scoop" vol. 7. 4 p.
- Spring 1997. Newsletter. "Here's the Scoop" vol. 6. 4 p.
- Spring. v.5.
- v.4.
- 1998 Vol. 1
- *International News Exchange*

- 1982, Fall. v.1, #1.
- *International News at BHCC*
- 1985.
- 1987, May 13. 6 p.
- *Occasional Paper - Division of Planning & Development Publications*
- 1985. "The search for context: a college's second decade." A project of the Division of Planning and Development. Klayman, Professor Richard, Ph.D. Craft, William M. 25 p. Two copies.
- 1985, April 16. Memo. From: Dean William Craft. To: All Staff and Faculty. Enclosed.
- 1986, April. "Caregivers Speak Out: Midlife and Older Women. Report on the Afternoon of Sharing: Situations, Experiences, Needs...Seeking Options." A project of: BHCC Older Women's League, Greater Boston Chapter. 17 p.
- *Open Letter*
- c. 2000. "An Open Letter to My Colleagues from Herb Gross: A Founding Faculty Member." Gross, Herb.
- *A Salute to Achievement, The Friends of Bunker Hill Community College*
- c. 1983.
- *Faculty/Staff News Letter - Bunker Hill Professional Association*
- 1995, September/October. Photocopy. 4 p. Attached:
- 1995, September 25. Article. "A Cheaper Path to a College Degree: The Benefits of a Community College." U.S. News & World Report. Schrof, Joannie M. 1 p.
- 1995, November/December. Photocopy. 4 p.
- 1996 January. Photocopy. 4 p. Attached:
- "Article XXI Salary – Full-Time Unit" chart for FY 1996, 1997. 1 p.
- 1996, January. Report on the terms and conditions that have been tentatively agreed to between the MCCC/DCE Bargaining Team and the College Presidents. 2 p.
- 1996, March. Photocopy. 4 p. Attached:
- 1996, February 8. "Report on Vote to Ratify Day and DCE Contracts: Final Report 2/8/96" 1 p.
- 1996, March 11. Fax. From: Dennis Fitzgerald, Team Chairperson. To: MCCC Chapter Leaders. Re: Contract funding update and educational needs. 1 p.
- 1996, February 29. "Massachusetts Community College Council, Inc. Treasurer's Report: Income Statement for the Month Ended February 29, 1996." 1 p.
- 1996, April. Photocopy. 4 p. Attached:
- "MCCC Elections 1996 Tally Sheet." 1 p.
- 1996, March 28. Fax. From: Dennis Fitzgerald. To: MCCC Chapter Leaders titled "Funding Update." 1 p.



- 1997, February. Photocopy. 4 p. Attached:
- 1996, December 19. American Arbitration Association Voluntary Labor Arbitration Tribunal award, signed by Richard Higgins, arbitrator, in the matter of arbitration between Massachusetts Community College Council/Massachusetts Teachers Association/N.E.A. and Massachusetts Board of Regents of Higher Education for the Massachusetts Regional Community Colleges (Massasoit Community College). 1 p.
- 1996, December 19. Report on the arbitration case signed by Richard Higgins, arbitrator. 14 p.
- 1998. Photocopy. 4 p. Attached:
- N.D., April 9 – May 7. Calendar. 1 p.
- N.D. MACER (Management Association Committee on Employee Relations) tables. 7 p.
- Chart. Request Issues. 2 p.
- Chart. Pre-Grievance Issues. 1 p.
- Chart. Grievance Issues. 1 p.
- Chart. Management Issues. 1 p.
- Chart. Impact Bargaining Issues. 1 p.
- Chart. Massachusetts Labor Relations Board. 1 p.
- Innovations Conference
- 2001
- February 28 – March 3. Booklet. League for Innovation in the Community. “Call for Proposals.”
- February 28 – March 3. Booklet. League for Innovation in the Community. “Registration.”
- August 30. League for Innovation Conference Proposal. Submitted by Shirley Cassara and Dr. Jean Bernard.
- ND. “Innovations 2001 Planning Team.”
- 2002
- January. Bulletin. 2 copies.
- February. Bulletin. 2 copies.
- March 11. Press release. “Bunker Hill Community College welcomes Senator Kennedy and 2,000 community college faculty, staff, and leaders at Innovations 2002 Conference, March 17 – 20, 2002.
- March 15. Press release. “Bunker Hill Community College welcomes Senator Kennedy and 2,000 community college faculty, staff, and leaders at Innovations 2002 Conference, March 17 – 20, 2002. (Includes general session information and key note schedule).
- March 17 – 20. Innovations 2002: League for Innovation in the Community College. “Host College’s Roles and Responsibilities: Bunker Hill Community College.”

- March. Bulletin. 2 copies.
- March 17 – 20. Booklet. League for Innovation in the Community. “Call for Proposals.”
- March 17 – 20. Booklet. League for Innovation in the Community. “Registration.” 2 copies.
- March 17. Flyer. “Learning & Teaching: Tools for a Learner Centered Project.” “Between Two Colleges: Innovative Technology and Techniques for Student Collaboration.” 1 page. 2 copies.
- March 17. Brochure. “Learning & Teaching: Tools for a Learner Centered Project.” “Between Two Colleges: Innovative Technology and Techniques for Student Collaboration.” “Frequently Asked Questions...” 2 pages. 2 copies.
- March. Booklet. League for Innovation in the Community. “Membership/Alliance.”
- April. Bulletin. 2 copies.
- ND. Name List. “Bunker Hill Community College Reception at JFK Library: Check in List.”
- ND. Summary. “The League and Innovations Conference.”

- *Chelsea Update – Chelsea Communications Division*

- 1997
- September.
- October.
- November.
- 1998
- February.
- March.
- April.
- May.
- June.
- July.
- August.
- September/October.
- December.
- 1999
- January.
- April.
- May.
- Summer.
- September.

- November.
- December.
- 2000
- January.
- February.
- March.
- April/May.
- June/July.
- August.
- September/October.
- November.
- December.
- 2001
- January.
- February.
- April/May.
- July.
- August.
- September.
- October.
- November.
- December.
- 2002
- January.
- February.
- March.
- May.
- July.
- August.
- 2003
- February.
- March.
- April.
- May.
- June.
- July/August.
- September.

- November.
- 2004
- February.
- May.
- September.
- November.
- 2005
- February.
- March.
- April.
- May.
- November.
- *Monday Morning Memo*
- 2006
- October 30.
- November 6, 11, 20.
- December 11
- 2007
- January 29.
- February 5, 12, 20, 26.
- March 5, 19, 26.
- April 2, 9, 17, 23.
- May 7.
- September 10, 17, 24.
- October 1, 9, 15.
- November 13, 19, 26.
- December 3, 9.
- 2008
- January 22.
- February 4, 11, 25.
- March 3, 10, 24.
- April 7, 22, 28.
- May 5.
- September 8, 15, 22, 29.
- October 6, 27.
- November 9.
- December 1.

- 2009
- January 20, 26.
- February 2.
- March 2, 9, 23, 30.
- April 6 13, 27.
- May 4.
- September 8, 14, 21, 28.
- October 26.
- November 2, 16, 23, 30.
- December 14.

RG011.03.01 - Mathematics Dept.

- Volume 3, #1 (September 10)
- 1974, December. Document. New England mathematics Association of Two Year Colleges Newsletter. 1p. Double-sided.

#### RG011.04 – BHCC Event Calendars

##### **Box 1**

- 1973. BHCC Academic Calendar 1973-74. 2 p.
- N.D. BHCC Calendar.
- 1976, Fall. BHCC Calendar.
- 1977. BHCC Calendar.
  - Spring.
  - Summer.
  - Fall.
- 1986, Spring. BHCC Calendar.
- 1993-1994? BHCC College-wide Calendar.
- 1997. BHCC Calendar.
- 1998. BHCC College-wide Calendar.
- 1999, Spring. BHCC College-wide Calendar.
- 2000, Fall. College Calendar.
- 2001, BHCC Calendar.
- 2002. BHCC Calendar.
  - Spring.
  - Fall.
- 2003. Academic Planning Calendar.
- 2003. BHCC Calendar.

- Spring.
  - Fall.
- 2004. BHCC Calendar.
  - Spring.
  - Fall.
- 2005. BHCC Calendar.
  - Spring.
  - Fall.
- 2006. BHCC Calendar.
  - Spring. 2 copies
  - Fall.
- 2007. BHCC Calendar.
  - Spring.
  - Fall.
- 2008. BHCC Calendar.
  - Spring.
  - Fall.
- 2009. BHCC Calendar.
  - Spring.
  - Fall.
- 2014. Student Planning Calendar.

RG011.05 – BHCC Student Handbooks

**Box 1**

- 1973-1977
- 1978-1985
- 1985-1990
- 1990-1996
- 1993-1994. Handbook. The Student Handbook. 80p. 2 copies.
- 1996-1998
- 1996-1997. Handbook. Student Handbook and Planning Calendar. 138 p. 2 copies.
- 1997-1998. Handbook. Student Handbook and Planning Calendar. 136 p. 2 copies.
- 1998-2002
- 2000-2001. Handbook. "ESL Department: Student Handbook." 66 pages.
- 2001-2002. Handbook. 59 p. 2 copies.
- 2003-2004

- 2003. Handbook. "2003 Student Handbook." Bunker Hill Community College. 148 p. 2 copies
- 2003. Handbook. "Student Handbook 2003-2004." Bunker Hill Community College. 176 p. 2 copies
- 2004-2005
- 2004. Handbook. "Student Handbook 2004-2005." Bunker Hill Community College. 178 p. 2 copies
- 2005-2007
- 2005. Handbook. "Student Handbook 2005-2006." Bunker Hill Community College. 176 p. 2 copies.
- 2006. Handbook. "Student Handbook 2006-2007." Bunker Hill Community College. 176 p. 2 copies.
- 2007-2010
- 2007. Handbook. "Student Handbook 2007-2008." Bunker Hill Community College. 176 p. 2 copies.
- 2008. Handbook. "Student Handbook and Planning Calendar 2008-2009." Bunker Hill Community College. 180 p. 2 copies
- 2009. Handbook. "2009-2010 Bunker Hill Community College Student Handbook and Planning Calendar." Bunker Hill Community College. 180 p. 2 copies
- 2010. Handbook. "2010-2011 Student Handbook and Planning Calendar" Bunker Hill Community College. 184 p.
- 2010. Handbook. "The Student Success Program Learning Community Handbook 2010-2011, TRIO Grant Funded." 25 p.
- 2011-2012.
- 2012-2013.
- 2013-2014.
- [Missing: 1977-1978, 1978-1979, 1982-1983].

RG011.06 – Institutional Effectiveness' Fact Books – See also RG021

**Box 1**

- BHCC 2000-2001 fact book: institutional effectiveness
- 2000, Handbook. "2000-2001 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 49 p. 2 copies
- BHCC 2001-2002 fact book: institutional effectiveness
- 2001, Handbook. "2001-2002 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 64 p. 2 copies
- BHCC 2002-2003 fact book: institutional effectiveness

- 2002, Handbook. "2002-2003 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 83 p. 2 copies
- BHCC 2003-2004 fact book: institutional effectiveness
- 2003, Handbook. "2003-2004 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 93 p. 2 copies.
- BHCC 2004-2005 fact book: institutional effectiveness
- 2004, Handbook. "2004-2005 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 101 p. 2 copies
- BHCC 2005-2006 fact book: institutional effectiveness
- 2005, Handbook. "2005-2006 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 103 p. 2 copies
- BHCC 2006-2007 fact book: institutional effectiveness
- 2006, Handbook. "2006-2007 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 106 p. 2 copies
- BHCC 2007-2008 fact book: institutional effectiveness
- 2007, Handbook. "2007-2008 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 111 p. 2 copies.
- BHCC 2008-2009 fact book: institutional effectiveness
- 2008. Handbook. "2008-2009 Fact Book." Bunker Hill Community College. Office of Institutional Effectiveness. 116 p. 2 copies

011.06.05 – Enrollment (NOTE: Look at this one per Marian)

- o 1987, Fall. Bunker Hill Community College. Representative enrollment statistics.
- o 1998, Fall. Enrollment. Office of Institutional Effectiveness. Researched and prepared by Cary Aufseeser, Director of Institutional Research and Assessment. 2 copies.
- o Fall 1996 Enrollment Report.

RG011.07 – BHCC Handbooks

**Box 1**

"Faculty-Staff Handbook"

- 1973-1991
- 1981. Handbook. Faculty-Staff Handbook. 70 p.
- 1985. Handbook. "Division of Continuing Education Faculty Handbook." 14 p.
- 1985. Handbook. "Faculty-Staff Handbook." 98 p. 2 copies.
- "Employee Handbook"
- 1996. Handbook. "1996-97 Employee Handbook." 20 p.



- 2007. Handbook. "2007-2008 Adjunct Faculty Resource Handbook." 77 p.
- 2010. Handbook. "Welcome to Bunker Hill Community College's Adjunct Faculty Resource Handbook." 87 p.
- 2014, September 3. Handbook. "Faculty Resources Code of Conduct: Facilitating Student Success." Includes the Massachusetts Community College System's Student Code of Conduct. 14 p.

**Box 2**

"Faculty Advising Handbook"

- 1974
- 1984-1985. (Loose) 86 p.
- 1989-1990. 75 p. + appendix

**Box 3**

- 1990 – 1991. Binder. "Advising Handbook."
- 1991 – 1992. Binder. "Advising Handbook."
- 1992 – 1993. Binder. "Advising Handbook."
- 1993 – 1994. Binder. "Advising Handbook."
- 1994 – 1996. Binder. "Advising Handbook."
- 1996 – 1997. Binder. "Advising Handbook."

RG011.08 – General Education Steering Committee Handbooks

**Box 1**

- 1994, September. "A Guide to General Education at Bunker Hill community College: Goals, Graduation Requirements, Distribution Areas." 2 copies. (See also RG015 BOX 5).

RG011.09 – BHCC Magazine

2006.

- Summer. 2 copies.

2007.

- Summer/Fall. 2 copies.
- Winter. Vol. 2, no. 1. 28 p. 2 copies.

2008.

- Summer/Fall. Vol. III, No. 2. 40 p. 2 copies.
- Winter/Spring. 2 copies.

2009

- Summer/Fall. 2 copies.
- Winter/Spring. 2 copies.

2010

- Summer/Fall (includes one copy signed by Buddhist monk Den Chhiw)
- Winter/Spring. 2 copies

2011.

- Spring/Summer. Vol. VI. No. 1. 40 un 2 copies.

2012

- Fall. 2 copies.
- Fall/Winter. 2 copies.

2013.

- Spring. 2 copies.
- Summer. Bunker Hill Community College Magazine Vol. IX, No. 1. 40 p. 2 copies.

2014.

- Fall. 36 p. 2 copies.

2015.

- Magazine. Spring 2015. BHCC Magazine. 37 p. 2 copies.
- Magazine. Fall 2015 BHCC Magazine: Starring Students. 37 p. 2 copies.

2017.

- Spring. 2 copies.

2018.

- Spring. 24 p.

2019

- Fall/Winter 2019. Vol. XIV, no. 1. "Building the Digital Arc." 24 p.

2020

- Spring 2020. Vol. XV, no. 1. "Vital Signs." 32 p. 2 copies.

#### RG011.10 College Promotional Booklets and Materials

##### 011.10.01 – 1973-1979

- c. 1978. Booklet. Learning Center Courses of Instruction. 2 copies.
- c. 1978. Booklet. Admissions Brochure: Bunker Hill Community College.
- c. 1979. Booklet. The Open College.
- c. 1979. Booklet. Resource Manual The Open College.
- 1979, November 4. Agenda. Bunker Hill Community College Open House. 2 copies.
- 1979, Summer. Brochure. Bunker Hill Community College Day and Evening Classes.

##### 011.10.02 – 1980-1989

- 1980, November 12. Invitation. Community Open House.
- 1983. Flyer. BHCC Fact Sheet. 2 copies.
- c. 1985. Booklet. The Friends of Bunker Hill Community College. 2 copies.
- 1985, December. Brochure. Bunker Hill Community College Fact Sheet. 2 copies.
- 1987, January 20. Booklet. Opening Day. 2 copies.
- c. 1988. Bunker Hill Community College.
- 1989, September 5. Booklet. Opening Day.

##### 011.10.03 – 1990-1999

- 1994-1995. Brochure. Computer Technology Program.
- 1995, Fall. Bunker Hill Community College Fall 1995 Courses.
- 1996, Fall. Bunker Hill Community College.
- 1996-1997. Brochure. Bunker Hill Community College Facts. 2 copies.
- c.1997. "Bunker Hill Community College at a Glance..." 2 copies.
- 1998, July 21. Memo. From: Mon O'Shea. To: Caryn Hirsch. Re: The Institute for Corporate and Community Development Ad. (Memo CC'd to Bill Hart)
- 1998. Newspaper Advertisement. "Do your computer skills need a major upgrade?" (Advertising for computer programs at BHCC)
- 1998. Handwritten note saying which papers will run the ad for Institute for Corporate and Community Development. (Recipient was Bill Hart)
- 1998, August 19. Newspaper. The Boston Globe. (Newspaper page including the ad for the Institute for Corporate and Community Development.
- 1999. Brochure. "Bunker Hill Community College: start here...go anywhere!" 2 copies.

- 1999, Spring. Brochure. "The Center for Self-Directed Learning, personalized programs of study."
- 1999, Brochure. Bunker Hill Community College Employee Opportunities.

#### 011.10.04 – 2000-2009

- c. 2000. Booklet. "Bunker Hill Community College Scholarships, Awards + Resource Information." 20 p.
- 2000, Spring. Booklet. Distance Education. 9 p. (check)
- 2000, Summer. Pamphlet. "Project Start."
- 2000, Fall. Pamphlet. "Fall Registration is going on now"
- 2000, Fall. Pamphlet. "Allied Health Certificate Programs."
- 2001, Spring. Pamphlet. "Registration is going on now!" (Includes information about associate and certificate programs)
- 2001, Spring. Pamphlet. "Theatre" (contains information on theater classes for Spring semester). 2 copies.
- 2001, Spring. Pamphlet. "BHCC satellites Spring 2001 course schedule: Cambridge, Chinatown, Somerville."
- 2001. Spring. Booklet. "eCollege Distance Education BHCC." 8 p.
- 2001, Summer. Pamphlet. "Project Start"
- 2001. Pamphlet. Bunker Hill Community College Registration.
- 2001. Booklet. Scholarships, Awards, & Resource Information. 2 copies.
- 2001. Brochure. "Earn a Certificate in Rapidly Expanding Careers in Technology." Includes Community Education course descriptions.
- 2001, Fall. Brochure. "Fall 2001 Bunker Hill Community College Day, Evening, and Weekend Courses." 2 copies.
- 2000, October. Brochure. We did it... A report of Goals and Accomplishments. 2 copies.
- 2002, Spring. Pamphlet. "Satellite Campus Course Schedule."
- 2004. Flyer. Enroll in one of Bunker Hill Community College's Spring 2005 Allied Health Certificate Programs.
- C. 2008. Pamphlet. "Perkins IV at Bunker Hill Community College 2008-2009."
- 2004, Spring. Pamphlet. "Bunker Hill Community College's Satellite Campus Course Offerings" 2 copies.
- c. 2005. Learning for the Real World. 2 copies.
- 2002. Booklet. Scholarships, Awards, & Resource Information. 2 copies.
- 2002. Brochure. "Earn a Certificate in Web Design or Programming." Includes Community Education course descriptions. 2 copies.
- 2003. Booklet. "Nurse Education & Health Professions."

- 2003. Booklet. "Professional Studies."
- ND. Booklet. Scholarships, Awards, & Resource Information.
- 2006, Fall. Flyer. "Steps To Success At BHCC!"
- 2007, Fall. Flyer. "About the Allied Health Certificate Programs."
- 2001. Flyer. "Earn a Certificate in Rapidly Expanding Careers in Technology."

011.10.05 – 2009-2018

- 2012. Flyer. "Bunker Hill Community College Health & Wellness Center."
- 2015, November 14-18. Flyer. "International Education Week." 2 copies.
- 2016, April 7. Flyer. "CareerConnect: Job and Internship Fair." 2 Copies.
- 2016, November 14-18. Flyer. "International Education Week."
- 2017, November 13. Program. "International Education Week." 2 copies.
- 2018, November 12 – November 16. Flyer. "International Education Week."

011.10.06 – N.D.

- N.D. Booklet. Professional Studies department informational booklet. 10 p. 2 copies.
- N.D. Pamphlet. "Employers: Join the Bunker Hill Community College Internship Network."
- N.D. Pamphlet. "Medical Radiography option (part-time evening program)."
- N.D. Pamphlet. "Diagnostic medical sonography (ultrasound)"
- N.D. Pamphlet. "Career Center."
- N.D. Pamphlet. "Center for Self-Directed Learning."
- N.D. Pamphlet. "The Student Success Program"
- N.D. Pamphlet. "Multi-Purpose Multimedia Language Lab"
- N.D. Pamphlet. "Workforce Development Center training for Real World Results 24/7." (Pamphlet meant to be mailed)
- N.D. Pamphlet. "What are you Doing Tomorrow?" 2 copies.
- N.D. Brochure. Workforce Development Center. (Indexed)
- N.D. Brochure. Professional Studies. (Indexed)
- N.D. Brochure. Workforce Development Center (Indexed)
- N.D. Brochure. Arts and Sciences (Indexed)
- N.D. Pamphlet. "eCollege & Weekend College: Bunker Hill Community College."
- N.D. Brochure. The Success Program. (Indexed)
- N.D. Bunker Hill Community College. Brochure. Student Disability Support Services.
- N.D. Bunker Hill Community College. Brochure. Learning for the Real World. 16 p. Two copies

- N.D. Brochure. "Center for Self-Directed Learning" 9 p. 2 copies
- N.D Brochure. Student Guide to Computerized Placement Tests (CPTS). 13 p.(check)
- N.D. Brochure. "Guide to the English as a second language (ESL) Placement Tests." 6p.
- N.D Brochure. What is the World Studies Certificate Program?
- N.D Brochure. Dean of Enrollment Management.
- N.D. Brochure. West Roxbury District Court "Turning people's lives around."
- N.D. Brochure. Single Stop: Where students can get the help they need to stay in school.
- N.D. Brochure. The Institute: For Corporate & Community Development.
- N.D. Brochure. What is the World Studies Certificate Program?
- N.D. Brochure. Pathway Technology Campus at Villa Victoria.
- N.D. Pamphlet. "A student's Guide to International Admissions at Bunker Hill Community College." 2 Copies.
- N.D. Pamphlet. "Bunker Hill Community College." (Pamphlet that advertises and promotes BHCC providing general information)
- N.D. Pamphlet. Bunker Hill Community College eCollege Transit Advertising.
- N.D. Pamphlet. Bunker Hill Community College Transit Advertising.
- N.D. Brochure. Building our Future: Helping Students Finish What they Start.
- N.D Pamphlet. Exciting Opportunities in Medical Imaging are available at BHCC. 3 copies
- N.D. Pamphlet. Exciting Opportunities in Medical Imaging are available at BHCC.(Different copy) 9th
- N.D. Bunker Hill Community College International Center. Two Copies.
- N.D. Brochure. Intensive English for Non-Native Speakers.
- N.D. Brochure. The Open College Advisement and Support Services.
- N.D. Brochure. BHCC: Learning for the Real World. "Prior Learning Assessment Program."
- N.D. Brochure. BHCC: Imagine the Possibilities. "Prior Learning Assessment Program."
- N.D. Brochure. The Margin of Excellence. 2 copies.
- N.D. Brochure. Bunker Hill Community College At a Glance. 2 copies.
- N.D. Booklet. The Institute for Corporate & Community Development. 2 copies.
- N.D. Flyer. The Medical Coding Program. 2 copies.
- N.D. Booklet. Financial Aid Information.
- N.D. Brochure. "Allied Health Programs" 8 p. 2 copies.

- N.D. Brochure. Health Care Professions Nurse Education. 2 copies.
- N.D. Brochure. Health Care Professions Surgical Technology. 2 copies.
- N.D. Brochure. Health Care Professions Medical Imagine Program.
- N.D. Brochure. Health Care Professions Allied Health Certificate Programs.
- N.D. Brochure. Health Care Professions.
- N.D. Booklet. Personal Health Dictionary. 18 p. 2 copies.
- N.D. Booklet. Welcome to Bunker Hill Community College.
- N.D. Brochure. Massachusetts Community Colleges.
- N.D. Brochure. Application for Admission.
- N.D. Booklet. BHCC Workforce Development.
- N.D. Booklet. Bunker Hill Community College.
- N.D. Booklet. Learning for the Real World.
- N.D. Brochure. Distance Learning Degree Program Associate in Arts: General Concentration.
- N.D. Brochure. "Electronics Technology Program."
- N.D. Brochure. "Bunker Hill Community College Health Services." 2 copies.
- N.d. Pamphlet. "Facts about Bunker Hill Community College"
- N.D. Pamphlet. "Prior Learning Assessment Program." 2 copies.
- N.D. Brochure. "Business Administration."
- N.D. Brochure. "Diagnostic Medical Sonography."
- N.D. Brochure. "Human Services: Early Childhood Education."
- N.D. Brochure. "Career Services and Cooperative Education." 2 copies.
- N.D. Brochure. "Assistive Technology Area."
- N.D. Brochure. "Cardio Vascular Ultrasound."
- N.D. Brochure. "Computer Network Certificate."
- N.D. Brochure. "Volunteer Income Tax Assistance."
- N.D. Brochure. "A Health Care Management Program." 2 copies.
- N.D. Brochure. "Fire Protection Safety Technology." 2 copies.
- N.D. Brochure. "Learn at Home Computer Courses."
- N.D. Brochure. "Center for Business & Industry." 6 p. 2 copies.
- N.D. Brochure.
- N.D. Brochure. "Health Care Professions: Surgical Technology Certificate Program."
- N.D. Brochure. "Health Care Professions: Surgical Technology."
- N.D. Brochure. "Health Care Professions." Includes program descriptions and potential salary ranges.

- N.D. Brochure. "The Contract Learning Program: An Independent Study Program." 1 page.
- N.D. Booklet. "Reach for a star!: Fulfill a Dream Though the Individual Degree Program." 15 p. 2 copies.

#### RG011.11 – Faculty and Staff Publications

- 1974, Spring. Booklet. "Teaching of the Fine Sciences: Innovative Teaching Methods." O'Keefe, Joseph A. and Carlson, Robert T. 2 copies.
- 1975. Presentation notes. "Learning is for Everyone, or The Decline and Fall of the Bell-Shaped Curve." Lepehne, Renate. 6 pages.
- 1976, May. Journal Article. "Class, Racism and Busing in Boston." Massey, David. 14 p.
- 1976, August 18. Syllabus. "Music appreciation syllabus competency-performance based for project renewal (FIPSE grant)." Boron, Marion and members of The Music Department at Boston State College. 84 p.
- c. 1978. Journal Article. "A Case of Colonial Collaboration: The Hut Tax and Migrant Labour." Massey, David. 4 p.
- 1980. Journal Article. "The Development of a Labor Reserve: The Impact of Colonial Rule on Botswana." Massey, David. 29 p.
- c. 1981. Journal Article. "Class Struggle and Migrant Labor in South African Gold Mines." 20 p.
- c. 1993. Book. "Bunker Hill Community College: The First Twenty Years: Reflections of a Founding President." Harold E. Shively. 97 p. 2 copies.
- 1999, April 15. Article. "Information Literacy Article (1st draft)." Smith, Diane.
- 2003, May. Journal Article. "Longer, Deeper, Better." Simmons, Jay and McLaughlin, Timothy. 6 p. 2 copies.
- 2006. Book. "Higher Ground: A collection of Poems." Surin, Enzo. 29 p.
- Spring 2006. Report. "The USA Patriot Act: Its affects on government, public attitudes and the Criminal Justice System." By Chuda, Thomas J.; 134 p. 2 copies.

#### **DOUBLE CHECK & INTEGRATE THESE FOLLOWING CATEGORIES AS NECESSARY**

- Flyers
- Magazines
- Newsletters
- BHCC Brochures and Pamphlets
- Handbooks
- Course Catalogs
- Faculty and Staff publications



- Calendars
- Posters
- Chelsea

## RG012 – Governance

### RG012.01 – College Forum

Revised EMD 10/17/11 - re-labeling needs to be done.. Re-folding should be considered (hanging folders). FKA=formerly known as

#### **Box 1**

##### 012.01.01 – Governance Documents

- 1983, February 8. Minutes. The Friends of Bunker Hill Community College Annual Meeting. 8 pages. 1 copy.
- 1983, June 16. Memo. Friends of Bunker Hill Community College, Board of Directors: Meeting Summary. 6 pages. 1 copy.
- 1984, March 22. Minutes. Annual Meeting of The Friends of Bunker Hill Community College. 2 pages. 1 copy.
- 1984, December 18. Agenda. "Governance Document of the College Forum of Bunker Hill Community College." 11 p.
- 1985, March 28. Minutes. Annual Meeting of The Friends of Bunker Hill Community College. 3 pages. 1 copy.
- 1985, May 8. Friends of Bunker Hill Community College Meeting of the Board of Directors. 7 pages. 1 copy.
- N.D. Pages. The Friends of Bunker Hill Community College list of Board of directors' names and contact information. 2 pages. 1 copy.
- 1993, Fall. Document. "Governance Document of the College Forum of Bunker Hill Community College." Adopted December 18, 1984. Revised Fall 1993. 11 p.
- 1994, May 10. Minutes. College Forum. Includes a copy of "Faculty & Staff Newsletter" (June 20, 1994).
- 2001. Document. "Governance Document." 59 p.
- 2004. Document. "Governance Document."
- 2011, April 12. Form. "College Forum Elections Ballot April 12, 2011—Circle Choices As Directed."

##### 012.01.02 – Meeting Records

- 1985. College Forum agenda. (FKA RG12 College Forum 1985)
- 1986. College Forum minutes. (FKA RG 12 College Forum 1986)
- 1989. College Forum agenda and minutes.
- 1994-1995. College Forum agenda and minutes. (FKA RG 12 College Forum 1994-1995)

- 1995-1996. College Forum agenda and minutes. (FKA RG 12 College Forum 1995-1996)
- 1996-1997. College Forum agenda and minutes. (FKA RG 12 College Forum 1996-1997)
- 1997-1998. College Forum agenda and minutes. (FKA RG 12 College Forum 1997-1998)
- 1998-1999. College Forum agenda and minutes. (FKA RG 12 College Forum 1998-1999 AND RG12 General Education Review Committee Update to College Forum December 1, 1999)
- 1999-2000. College Forum agenda and minutes. (FKA RG 12 College Forum 1999-2000)
- 2000-2001. "College Forum Standing Committee Membership." College Forum agenda and minutes. (FKA RG 12 College Forum 2000-2001)
- 2002-2003. College Forum agenda and minutes.
- 2017, May 9. Agenda. "BHCC College Forum Agenda."
- 2017, May 9. PowerPoint Presentation. "New England Association of Schools and Colleges Accreditation Process 10-year Cycle." BHCC College Forum. 4 p.

#### RG012.02 – All College Council

- 1975-1979. Minutes and memos.

#### RG012.03 – General Faculty

- 1973-1983. General Faculty Meetings, Minutes and memos.
- 1973, August 18. Memo. From: Frank Truesdale. To: All Faculty Members. Re: Regarding Date for First Faculty Meeting.
- 1973, September 10. General Faculty and Staff Meeting Schedule.
- 1973, October 3. Memo. From: President Shively. To: Faculty, Professional Staff. Re: General Faculty Meeting.
- 1973, October 16. Memo. From: Gerry Baxer. To: All Faculty. Re: Schedule Change & Unit Meetings.
- 1973, November 6. Memo. From: Office of the Dean of Faculty. To: All Department chairmen, coordinators, and faculty responsible for textbook adoptions. Re: Textbook adoptions for 2nd Semester.
- 1974, January 29. Memo. From: Academic Policy Committee. To: President E. Shively. Re: College Calendar.
- 1974, February 13. Memo. From: President Shively. To: All General Faculty. Re: General Faculty Meeting.

- 1974, May 1. Memo. From: President Shively. To: All Faculty and Staff. Re: [General Faculty Meeting].
- 1974, February 13. Minutes. General Faculty Meeting.
- 1974, March 13. Minutes. General Faculty Meeting.
- 1974, May 8. Minutes. General Faculty Meeting.
- 1974, August 9. Letter. From: Frank E. Truesdale. To: Ted Carlson. Re: Plans for the 1974-75 school year.
- 1974, August 19. Memo. From: President To: All Bunker Hill Community College Employees. Re: Release Time Policy for Bunker Hill Community College.
- 1974, August 27. Memo. From: Frank E. Truesdale, Dean of Faculty. To: Faculty. Re: Course Information. 2 pages.
- 1974, November 13. Minutes. General Faculty Meeting.
- 1974, December 11. Agenda. General Faculty Meeting. 2 copies.
- 1974, December 11. Minutes. General Faculty Meeting. 2 copies.
- 1974. Schedule. "Schedule of meetings for opening of 1974-75 Academic Year."
- 1975, January 8. Memo. From: Frank E. Truesdale. To: All Faculty. Re: Folders for faculty members.
- 1975, January 30. Memo. From: President Shively. To: All Faculty and Staff. Re: [General Faculty Meeting]. Attached: Proposed Judicial Board and All College Council Committee Meeting Minutes of January 24, 1975. 13 p. 2 copies.
- 1975. February 19. Minutes. General Faculty Meeting.
- 1975, May 14. Memo. From: President Shively. To: General Faculty. Re: [General Faculty Meeting]. 2 copies.
- 1975, May 14. Minutes. General Faculty Meeting. 2 copies.
- 1975, September 5. Memo. From: President Shively. To: All Faculty and Staff. Re: [Desegregation].
- 1975, October 8. Minutes. General Faculty Meeting.
- 1975, November 12. Minutes. General Faculty Meeting. 2 copies.
- 1975, December 10. Minutes. General Faculty Meeting. 2 copies.
- 1976, January 6. Memo. From: President Shively. To: Faculty and Staff. Re: Attached Guidelines from Massachusetts Board of Regional Community Colleges.
- 1976, March 10. Minutes. General Faculty Meeting. 2 copies.
- 1976, May 12. Minutes. General Faculty Meeting.
- 1976, May 29. Memo. From: Gloria Aluise. To: Faculty. Re: Book Order Forms.
- 1976, November 10. Minutes. General Faculty Meeting. 2 copies.
- 1976, December 15. Minutes. General Faculty Meeting. 2 copies.

- 1977, January 21. Letter. From: Philip F. Kukura. To: Chris Alberto, President, BHCC Student Association. Re: Resolution passed.
- 1977, March 9. Minutes. General Faculty Meeting.
- 1977, April 27. Minutes. General Faculty Meeting.
- 1977, May 10. Minutes. General Faculty Meeting.
- 1977, May 11. Minutes. General Faculty Meeting.
- 1977, September 21. Minutes. General Faculty Meeting.
- 1977, November 4. Memo. From: President Shively. To: All Faculty and Professional Staff. Re: Wine & Cheese Party. Attached: General Faculty Meeting Agenda, All College Council Meeting Minutes from October 27, 1977 Meeting.
- Memo. Re: 1978, January 25 General Faculty Meeting.
- 1978, March 8. Agenda. General Faculty Meeting.
- 1978, March 8. Minutes. General Faculty Meeting. 2 copies.
- 1978, March 30. Memo. From: Susan F. Donnelly. To: Faculty Members. Re: Grade Changes—Potential Graduates.
- 1978, April 12. Minutes. General Faculty Meeting. 2 copies.
- 1978, May 10. Agenda. General Faculty Meeting.
- 1978, May 9. Memo. From: Dorothy Ryan, Chairperson, Subcommittee on Academic Development. To: Phil Kukura. Re: Notes for the Faculty Meeting.
- 1978, May 10. Minutes. General Faculty Meeting.
- 1978, September 20. Minutes. General Faculty Meeting.
- 1978, November 8. Agenda. General Faculty Meeting.
- 1978, November 8. Minutes. General Faculty Meeting.
- 1978, November 15. Memo. From: Frank Truesdale, Dean of Faculty. To: All Members of the Faculty. Re: Student Evaluation of Faculty. 2 pages.
- 1979, February 14. Minutes. General Faculty Meeting. 2 copies.
- 1979, April 18. Agenda. General Faculty Meeting. 2 copies.
- 1979, April 18. Minutes. General Faculty Meeting. 2 copies.
- 1979, February 14. Agenda. General Faculty Meeting. 2 copies.
- N.D. Memo. From: Chairman, Professional Affairs Committee. To: General Faculty.
- 1979, September 26. Minutes. General Faculty Meeting. 2 copies.
- 1980. Memo. From: Moderator. To: Members of the General Faculty. Re: General Faculty Meeting. (Includes agenda)
- 1980, February 13. Minutes. General Faculty Meeting. 2 copies.
- N.D. Memo. From: Moderator of the General Faculty. To: General Faculty. Re: May Meeting. 2 copies.

- N.D. Memo. From: Moderator. To: Members of the General Faculty. Re: [Agenda for February 5 1980 Meeting]. 2 copies.
- 1980, May 15. Minutes. General Faculty Meeting. 2 Copies.
- 1982, May 12. Agenda. General Faculty Meeting.
- 1983, March 9. Minutes. General Faculty Meeting.
- 1983, May 11. Minutes. General Faculty Meeting.
- N.D. Agenda. November 9 Meeting. 2 copies.
- 1983, May 11. Minutes. General Faculty Meeting.
- 1989, November 13. Memo. From: Piedad F. Robertson, President. To: All BHCC Faculty and Staff. Re: Death of Alberto C. Gonzalez.
- 1997, January 16. Email. From: Anna Tsakarissianos. To: All Faculty Members of the Office Administration Dept. Re: Photocopying, Department Meetings, Self-Study.
- N.D. Memo. From: A. Paul Bradley Jr. To: Bunker Hill Faculty Involved with Learning Contracts. Re: Enclosed Faculty Questionnaire.
- N.D. Memo. From: Sandra Tate, F.A.B. Representative. To: All members of the faculty. Re: Tenure and rundown of Faculty Advisory Board meeting.

#### RG012.04 – Department Chairs

##### 012.04.01 – Department Chair Meeting Records

- 1976, February 10. Minutes. Department Chairpersons Meeting. 2 pages.
- 1991, April 30. Memo. From Robert Steeper, Chairperson– Science Department. To: All Department Chairs. Re: Department Chair Special Meeting.
- 1991, May 9. Memo. From: Robert Steeper, Spokesperson – Department Chairs. To: Division Deans Ware, Cauble, Minton, and Ross. Re: Department Chair Meeting. Includes a document summarizing the issue discussed in the memo. 4 pages.
- 1991, September 9. From Robert Steeper, Chairperson– Science Department. To: All Department Chairs. Re: Department Chair Follow-Up Meeting.
- 1991, September 12. Agenda. Second Meeting of the Department Chairs.
- 1991, September 26. Agenda. Third Meeting of the Department Chairs. Includes a copy of a “Declaration of Organization” form. 2 pages.
- 1991, October 3. Agenda. Fourth Meeting of the Department Chairs.
- 1991, October 10. Memo. To: All Department Chair Forum Members. From: Bob. Re: Letter to Division Deans. Includes a copy of a previous memo the sender refers to. 2 pages.

- 2004, March 11. Agenda. Department Chairs' Meeting. Includes a copy of the previous meeting's minutes, a final exam schedule, and an early alert update document. 7 pages.
- 2004, April 15. Agenda. Department Chairs' Meeting. Includes a copy of the previous meeting's minutes. 2 pages.
- 2004, May 6. Agenda. Department Chairs' Meeting. Includes a copy of the previous meeting's minutes. 3 pages.
- 2014, April 17. Agenda. Department Chairs Meeting. Includes 2 copies of documents on student development outcomes and success indicators. 12 pages.
- 2014, April 17. PowerPoint Presentation. "Windows 8 and Office 2013 Migration to ACC Desktops Project." BHCC Department Chairs Meeting. Cronin, Bob., CIT Department. 2 p.
- 2016, September 15. Agenda. Department Chairs Meeting. Includes LifeMap Title III Task Force information, BHCC OneStop Concept, and 2017-19 College Catalog production timeline. 13 p.
- 2016, December 15. Agenda. Department Chairs Meeting. Includes Spring 2017 enrollment data and Course development schedule. 3 p.
- 2017, March 23. Agenda. Department Chairs Meeting.
- 2017, April 20. Agenda. Department Chairs Meeting. Includes list of external speakers, Academic Policy Guiding Framework, Learning Contract Request form, Academic withdrawal form, and meeting discussion. 10 p.
- N.D. Document. "Department Chair Forum of Bunker Hill Community College Declaration of Organization."
- N.D. Loose paper. "Activity Hour Scheduling – Proposal 1 & 2." 2 pages.

#### 012.04.02 – Department Chair Evaluation Records

- 2004, February 25. Memo. From Dr. Lee Hines, Jr., Interim Dean. To: Professional Studies Division Faculty. Re: Department Chair Evaluation. Includes blank Department Chair Evaluation forms. 6 pages.

#### RG012.05 – Student Governance

- 1996, May 21. Letter. From: Paolo Palazzi-Xirinachs [President of Student Government Association]. To: William Galvin [MA. Secretary of State]. RE: Thank you for attending SGA Voter Registration Drive.

#### 012.05.01 – Student Senate

- 1973, November 7. Student Senate Minutes. 2 copies.

- “A Student Learns Better When...”
- 1973, November 14. Student Senate Minutes.
- 1973, November 28. Student Senate Minutes.
- 1973, December 5. Student Senate Minutes. 2 copies.
- 1973, December 12. Student Senate Meeting Minutes. 2 copies.

#### RG012.06 - Deans' Council

##### **Folder 1: September – December 2016**

- N.D., March 11. Agenda. “Deans’ Council – March 11.” 2 p.
- 2016, September 28. Agenda. Deans’ Council Meeting. Includes Fall 2016 Enrollment data, Staff directory Instructional Supervision for Online Learning presentation, Distance Education Observation/Evaluation guidelines. 28 p.
- 2016, October 5. Agenda. Deans’ Council Meeting. Includes SLOAP Taskstream Workspace information. 2 p.
- 2016, October 12. Agenda. Deans’ Council Meeting. Includes AANNAPISI Grant Update. 3 p.
- 2016, October 26. Agenda. Deans’ Council Meeting.
- 2016, October 31. Agenda. Deans’ Council Meeting. Includes Spring 2017 Registration Updates. 2 p.
- 2016, November 9. Agenda. Deans’ Council Meeting. Includes enrollment comparisons between 2014/15/and 16 spring semesters, Wendy Kilgore visit schedule, subject course section spring 16 and spring 17 comparison; 2018 Academic calendar draft, and Fall Career Connect Fairs handout. 16 p.
- 2016, November 23. Agenda. Deans’ Council Meeting.
- 2016, November 30. Agenda. Deans’ Council Meeting. Includes 2017-18 academic calendar draft, 2018-19 calendar draft, Faculty search process information, and Production schedule for Fall 2017 semester. 20 p.
- 2016, December 7. Agenda. Deans’ Council Meeting.
- 2016, December 14. Agenda. Deans’ Council Meeting. Includes Course Development process, Fall 2016 Career/Transfer Fair Stats, 2017-18 and 2018-19 Calendar draft, FAQ regarding pregnant/parenting college student rights, MA Dept. Of Higher Education request for new Performance Incentive Fund projects, Chelsea Campus move announcement, Spring 2017 Chelsea Campus mini-session schedule, and Regional Training for MA Community College CPL Consortium. 28 p.

##### **Folder 2: January – May 3, 2017**

- 2017, January 4. Agenda. Deans’ Council Meeting Agenda. Includes prior spring enrollment data. 3 p.

- 2017, January 25. Agenda. Deans' Council Meeting Agenda. Includes prior spring enrollment data, Annual Unit Plan, and Annual Unit Planning Process Materials for FY 18. 19 p.
- 2017, February 1. Agenda. Deans' Council Meeting Agenda. Includes prior spring enrollment data. 2 p.
- 2017, February 8. Agenda. Deans' Council Meeting Agenda. Includes TutorTrac proposal. 2 p.
- 2017, March 1. Agenda. Deans' Council Meeting. Includes Spring enrollment information, STEM transferring information and petition to graduate information. 4 p.
- 2017, March 29. Agenda. Deans' Council Meeting. Includes various meeting materials and Building the Framework information. 7 p.
- 2017, April 5. Agenda. Deans' Council Meeting. Includes BPS Senior Day at BHCC schedule. 3 p.
- 2017, April 12. Agenda. Deans' Council Meeting. Includes Math course student eligibility and Fall 2016 GPA Placement Program data. 7 p.
- 2017, April. PowerPoint Presentation. "Federal Immigration Issues" Presented by Kenneth A. Tashjy [Massachusetts Community Colleges General Consul]. 20 p.
- 2017, May 3. Agenda. Deans' Council Meeting Agenda. Includes updated certificate requirements and Fall/Summer headcounts. 5 p.

### **Folder 3: May 26, 2017 – January 2018**

- N.D. Document. General Education Revision Timeline; General Education implementation proposal, and student learning experiences for General Education program outcomes. 17 p.
- 2017, May 26. Agenda. Deans' Council Meeting Agenda. Includes End of the Year Reflection Survey 2016-17 Results. 7 p.
- 2017, June 7. Agenda. Deans' Council Meeting Agenda. Includes Community College Support Data for Evaluation Dashboards and Spring 2017 Academic Standing comparisons with past spring semesters. 4 p.
- 2017, June 21. Agenda. Deans' Council Meeting Agenda. Includes General Education Framework. Has Handwritten notes. 11 p.
- 2017, July 12. Agenda. Deans' Council Agenda. Has Handwritten notes on meeting.
- 2017, July 26. Agenda. Deans' Council Agenda. Includes Master Course Schedule Development Production Timeline for Spring 2018; and International Student Enrollment data. 4 p.
- 2017, August 2. Agenda. Deans' Council Agenda. Includes International Student Enrollment. 2 p.



- 2017, August 23. Agenda. Deans' Council Agenda. Includes Enrollment data and Convocation 2017 outline. 3 p.
- 2017, September 6. Agenda. Deans' Council Agenda. Includes early Fall 2017 enrollment data, Student policies and Faculty 2018 hiring criteria. 6 p.
- 2017, September 13. Agenda. Deans' Council Agenda. Includes Fall 2017 Enrollment Data. 2 p.
- 2017, September 27. Agenda. Deans' Council Agenda. Includes Annual Retreat invitation email. 3 p.
- 2017, October 4. Agenda. Deans' Council Meeting Agenda. Includes BHCC Articulation Agreement Process and Humanities Elective Research packets. Has handwritten notes. 8 p.
- 2017, October 11. Agenda. Deans' Council Meeting Agenda.
- 2017, November 8. Agenda. Deans' Council Agenda. Has handwritten notes on meeting.
- 2017, November 29. Agenda. Deans' Council Agenda. Has handwritten notes, and includes materials relating to the 2020 SLOAP/other SLOAP materials. 13 p.
- 2017, December 20. Agenda. Deans' Council Agenda. Has handwritten notes, and Center for Self-Directed Learning Student survey sheet. 2 p.
- 2018, January 10. Agenda. Deans Council Meeting Agenda. Includes meeting schedules for 2018 on the back. 2 p (1 double-sided).
- 2018, January 24. Agenda. Deans Council Meeting Agenda. Includes Chelsea Campus Spring 2018 Mini-Session schedules and class retention/Spring enrollment comparisons. 4 p.
- 2018, January 31. Agenda. Deans Council Agenda. Includes college hiring guidelines, Spring enrollment and retention data, and Black History Month event calendar. 8 p.

#### 012.06.01 - Direct Reports Meeting

- 2016, September 21. Agenda. Direct Reports Meeting. Includes Fall 2016 enrollment data, Continuing Student registration data, SLOAP Instructions for Taskstream working draft (2 copies), and grade appeals: policy and procedures. 20 p.
- 2016, October 19. Agenda. Direct Reports Meeting. Includes BHCC Enrollment fall data, Open House Fact Sheet and department location and representatives during Open House; and MA Public Higher Education Undergraduate Enrollment Trends with Fall 2016 Estimated Enrollment. 8 p.
- 2016, November 16. Agenda. Direct Reports Meeting.
- 2017, April 19. Agenda. Direct Reports Meeting Agenda. Includes Title IX Hypothetical Scenarios Activity. 4 p.
- 2017, April 19. Handout. "Dealing With Gender-Based Title IX Complaints. A Best Practices Discussion." Handed out during April 19, 2017, Direct Reports Meeting. 18 p.

- N.D. (most likely handed out during April 19 Direct Reports Meeting). Handout. "Faculty and Staff Guide to Title IX." 9 p.
- 2017, September 20. Agenda. Direct Reports Meeting Agenda. Includes Protected speech policies for students/guest speakers and forums. 5 p.
- 2017, November 15. Agenda. Direct Reports Meeting Agenda. Includes Draft of 2018-2019 Academic Calendar. Has Handwritten notes on Agenda. 4 p.

#### RG012.07 - Faculty Workshops

- 1978, May 24. Handout. Faculty Workshop Agenda. Handout includes Calendar of Activities for incoming Fall 1978 students; Letter from Patricia Chisholm to new students; Orientation 1978 proposed outline; stock Learning Center test result letter; memo from Betty Tenore about incoming student testing; Math placement guidelines; advising procedure; new student advisement and registration terms/procedure explanation list; Advising and Registration schedule; and registration form

#### RG012.08 - Judicial Board

- N.D. Proposal. "Proposed Judicial Board." 9 p. 2 copies.
- N.D. Loose Paper. Judicial Board complaint process.
- N.D. Document. Judicial Board Complaint Form. 2 p.
- N.D. Document. Statement of Student rights and Responsibilities and Judicial Board Procedures. Includes blank notification letter. 3 p.
- N.D. Document. Judicial Board blank decision.

#### RG012.10 – Standing Committee Records

##### **Box 2**

##### 012.10.01 – Governance Committee

- 1978, Fall.
- 1979
  - Spring.
  - Fall.
- 1980, Spring.
- 1981, Spring.
- 1982
  - Spring.
  - Fall.
- 1983
  - Spring.
  - Fall.

- 1984
  - Spring.
    - 1984, July 18. Memo. From: Sheila B. Beyer. To: To All Voting Members of the General Faculty Meeting. RE: Proposed Governance Document. Includes Proposed Governance Document for Bunker Hill community College. 12 p.
  - Fall.
- 1985
  - Spring.
  - Fall.
- 1986
  - Spring.
  - Fall.
- 1987
  - Spring.
  - Fall.
- 1988
  - Spring.
  - Fall.
- 1989
  - Spring.
  - Fall.
- 1990
  - Spring.
  - Fall.
- 1991
  - Spring.
  - Fall.
- 1992
  - Spring.
  - Fall.
- 1993
  - Spring.
  - Fall.
- 1994, Spring.
- 1975-1996. Committees of the Forum Membership & Marshals.

- 2001, September 27. Report. "Final Report of the Ad Hoc Governance Committee." Submitted to Mary Fifield. Created by Ad Hoc Governance Committee. 3 p.
- 2003, February 6.

012.10.01.01 – Steering Committee for BHCC Governance Review Project

- 2018, November 13. Agenda. Steering Committee for BHCC Governance Review Project. Includes a timeline and blank forms. 7 p.

**Box 3**

012.10.02 – Academic Affairs Committee

**Folder 1 – Academic Affairs Committee (1974-1979)**

- 1974, April 16. Memo. From: John Curtis. To: The Academic Policy Committee. Re: Suggestions Regarding the Grading System.
- 1975, February 19. Memo. From: Betty Temore. To: Members of the Academic Policy Committee. Re: Minutes of Meeting Held 2/19/75. Includes meeting minutes.
- 1975. Document. "Academic Policy Committee."
- 1976, May 12. Minutes. Academic Policy Committee.
- 1976, October 5. Minutes. Academic Policy Committee.
- 1976. Document. "Academic Policy Committee."
- 1977, February 22. Minutes. Academic Affairs Committee.
- 1977, March 8. Minutes. Academic Affairs Committee.
- 1977, April 19. Minutes. Academic Affairs Committee.
- 1977, April 19. Memo. From: Dorothy Ryan. To: Members of the Academic Affairs Committee. Re: Operation and Structure of the Academic Review Board.
- 1977, April 29. Minutes. Academic Policy Committee.
- 1977, September 27. Minutes. Academic Policy Committee. 2 p.
- 1977, October 2. Memo. From: Dorothy Ryan. To: Members of the Academic Affairs Committee. Re: Meeting Information.
- 1978, May 15. Memo. From: Dorothy Ryan. To: Members of the Academic Affairs Committee. Re: Change in Date for the Last Meeting of the Semester. Includes a copy of the committee's rules and plans for the fall semester. 3 p.
- 1978, May 23. Minutes. Academic Affairs Committee. Includes a copy of the committee's rules and plans for the fall semester. 3 p. 3 copies.
- 1978, June. Document. "Academic Affairs Committee Subcommittee on Academic Development Recommendations." 3 copies.
- 1978, December 5. Minutes. Academic Affairs Committee. 2 copies.
- 1979, March 1. Minutes. Academic Affairs Committee.

- 1979, October 22. Memo. From: Gerald E. Jackson. To: Academic Affairs Committee. Re: Minutes of October 16, 1979 Meeting. Includes the meeting's minutes and agenda. 2 copies.
- N.D. Memo. From: Academic Policy Committee. To: All Faculty. RE: Revised Policy for the use of IP and N Grades.

#### **Folder 2 – Academic Affairs Committee (1980-1986)**

- 1980, February 14. Memo. From: Joan McGowan. To: The Faculty. Re: Survey.
- 1981, November 2. Memo. From: JBW. To: Academic Affairs Committee. Re: Proposal for a new approach to student orientation and a new course required for all BHCC students. 2 p. 2 copies.
- 1981, December 1. Memo. From: Amelia DeShields. To: Fran Chapper, Jessica Dill, Kevin Drum, Kathy Elcox, Mike Kaplon, Marty McGlynn, Kathy Mckenna, Bob Ross, and Kathy Teehan. Re: Professional Staff Meeting. 2 copies.
- 1981, December 9. Minutes. Academic Affairs Committee. 2 copies.
- 1982, October 13. Memo. From: Jan Bonanno. To: Phil Kukura. Re: Academic Affairs Committee.
- 1983, February 1. Minutes. Academic Affairs Committee. 2 p.
- 1983, April 6. Memo. From: Academic Affairs Committee. Re: Recommendations from the Committee. Includes a copy of the committee's recommendations for strengthening academic advising. 9 p.
- 1983, April 14. Memo. From: James B. Whipple. To: Academic Affairs Committee. Re: Committee Meeting on April 19. 2 copies.
- 1983, April 19. Minutes. Academic Affairs Committee. 2 p. 2 copies.
- 1983, May 10. Minutes. Academic Affairs Committee. 2 p. 2 copies.
- 1983, September 29. Memo. From: President Shively. To: Jim Whipple. Re: Action Taken To Date As Per Recommendation of Academic Affairs Committee Meeting Dated 21 September 1983. 2 copies.
- 1984, May 8. Minutes. Academic Affairs Committee. Includes grading scale tables. 2 copies of tables, 3 copies of minutes.
- 1985, April 4. Memo. From: Kathleen E. Assar, Dean of Academic Affairs. To: All Faculty Members. Re: On-Line Registration: Phase Two.
- 1985, April 12. Memo. From: Sheila B. Beyer, Governance Committee. To: The Voting Membership of the College Forum. Re: Governance Document. Includes a copy of the 5-page updated governance document. 6 p.
- 1985, April. Document. "Membership of BHCC Standing Committees as of Elections of April 1985." 2 p.

- 1985, August 1. Memo. From: Barbara Cartwright for the Academic Review Board. To: Tami L. Hartley. Re: Academic standing.
- 1985, August 1. Memo. From: Barbara Cartwright for the Academic Review Board. To: Douglas MacDonald. Re: Recommendations from the Board.
- 1985, August 1. Memo. From: Barbara Cartwright for the Academic Review Board. To: Paul C. Wilson. Re: Academic standing in the Nuclear Medicine Technology Program.
- 1985, September 23. Document. "Governance Committee Policies and Procedures." 2 p.
- 1985, October 16. Memo. From: Carl Nelson. To: Academic Affairs Committee. Re: Academic Affairs Meeting Reminder.
- 1985, October 22. Memo. From: Carl Nelson. To: Susan Allen, Beverly Anderson, Kathy Assar, Susan Donnelly, Margaret Hempstead, Richard Klayman, Bob Ross, Ruth Sherman, and John Vaccaro. Re: Academic Affairs Meeting.
- 1985, October 29. Memo. From: Margaret Hempstead. To: Members of Academic Affairs Committee. Re: Next Meeting. Includes an agenda.
- 1985, November 12. Memo. From: Academic Affairs Committee. To: College Forum Members. Re: Recommendations to College Forum. Includes a document detailing these recommendations. 2 p.
- 1985, November 20. Agenda. College Forum.
- 1985, November 25. Memo. From: Margaret Hempstead, Chairman, Academic Affairs Committee. To: Governance Committee. Re: Review of Governance Committee Policies and Procedures.
- 1985, November 25. Memo. From: Margaret Hempstead. To: Members of Academic Affairs Committee. Re: December Meeting. Includes an agenda.
- 1985, November 25. Memo. From: Margaret Hempstead, Chairman, Academic Affairs Committee. To: President Harold Shively. Re: Recommendation from College Forum Regarding IP Grades.
- 1985, December 3. Memo. From: Joan Jillson (for S. Donnelly). To: Susan Allen, Beverly Anderson, Kathi Assar, Susan Donnelly, Margaret Hempstead, Richard Klayman, Bob Ross, Ruth Sherman, and John Vaccaro. Includes meeting minutes. 2 p.
- 1985, December 3. Minutes. Academic Affairs Committee Meeting.
- 1985, December 3. Memo. From: Governance Committee. To: Academic Affairs Committee. Re: Recommendation. 2 copies.

- 1985, December 4. Memo. From: Academic Affairs Committee. To: College Forum Members. Re: Revised Recommendation to College Forum Regarding Academic Probation.
- 1985, December 12. Memo. From: Kathleen E. Assar, Dean of Academic Affairs. To: Margaret Hempstead. Re: Academic Policies Committee.
- 1985, December 16. Memo. From: Margaret B. Hempstead, Chairman of Academic Affairs Committee. To: President Harold Shively. Re: Recommendation from College Forum Regarding Academic Suspension.
- 1986. Report. "Academic Affairs Committee 1985-86 Annual Report." Academic Affairs Committee. Includes multiple copies of the first page and three pages from the report; the whole report is not here. 7 p.
- 1986, January 24. Memo. From: Academic Affairs Committee; Margaret B. Hempstead, Chairman. To: Kathleen E. Assar, Dean of Academic Affairs; Sheila B. Beyer, Assistant to the President. R. Brent Bonah, Dean of Continuing Education; Patricia E. Chisholm, Dean of Student Services; William M. Craft, Dean of Planning and Development; Susan Donnelly, Registrar; Alan M. Saval, Dean of Administrative Services; Kathleen S. Teehan, Director of Admissions. Re: BHCC Policy Changes.
- 1986, January 24. Memo. From: Margaret B. Hempstead. To: Members of Academic Affairs Committee. Re: February Meeting. Includes an agenda.
- 1986, January 27. Memo. From: Governance Committee. To: Dean Chisholm and Dean Assar. Re: Academic Affairs Committee Recommendation.
- 1986, February 4. Minutes. Academic Affairs Committee.
- 1986, February 24. Memo. From: Academic Affairs Committee; Margaret B. Hempstead, Chairman. To: Maurice O'Shea, Executive Vice President. Re: BHCC Policy Changes.
- 1986, February 24. Memo. From: Academic Affairs Committee; Margaret B. Hempstead, Chairman. To: James W. McCann, Director of Data Processing. Re: BHCC Policy Changes.
- 1986, February 24. Memo. From: Margaret B. Hempstead. To: Members of Academic Affairs Committee. Re: March Meeting. Includes an agenda.
- 1986, March 4. Minutes. Academic Affairs Committee.
- 1986, March 20. Memo. From: Susan Donnelly. To: Margaret Hempstead. Re: Agenda Items for Academic Affairs Committee.
- 1986, March 24. Memo. From: Margaret B. Hempstead. To: Members of Academic Affairs Committee. Re: April Meeting. Includes an agenda. 2 copies.
- 1986, March 25. Memo. From: Meg Concannon. To: Faculty and Staff. Re: Contract Learning Deadline.

- 1986, April 1. Minutes. Academic Affairs Committee.
- 1986, April 29. Memo. From: Margaret B. Hempstead. To: Members of Academic Affairs Committee. Re: May Meeting. Includes an agenda. 2 copies.
- 1986, May 6. Minutes. Academic Affairs Committee. 2 copies.
- 1986, August 18. Memo. From: R. Brent Bonah, Dean of Continuing Education. To: Sheila Beyer, Assistant to the President. Re: DCE Representative to Academic Affairs Committee.
- 1986, September 3. Memo. From: Margaret B. Hempstead. To Members of Academic Affairs Committee. Re: Organizational Meeting. Includes an agenda.
- 1986, September 8. Form. Nuclear medicine department policies acknowledgement form. Includes blank progress reports and a departmental overview. 5 p.
- 1986, September 9. Minutes. Academic Affairs Committee.
- 1986, September 29. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: October Meeting.
- 1986, October 7. Minutes. Academic Affairs Committee.
- 1986, October 7. Memo. From: Doug Clifford. To: John Vaccaro. Re: Academic Affairs Committee Meeting.
- 1986, October 10. Memo. From: Ruth Sherman. To: John Vaccaro. Re: Academic Affairs Committee.
- 1986, October 15. Memo. From: William M. Craft. To: John Vaccaro. Re: Academic Affairs Committee.
- 1986, October 29. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: November Meeting. Includes an agenda.
- 1986, November 6. Minutes. Academic Affairs Committee.
- 1986, November 17. Memo. From: Bob Ross. To: Academic Affairs Committee. Re: Our History.
- 1986, November 25. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: December Meeting. Includes an agenda.
- 1986, December 4. Minutes. Academic Affairs Committee.
- 1987, January 14. From: Kathleen E. Assar, Dean of Academic Affairs. To: John Vaccaro, Chair of Academic Policies Committee. Re: Topic for upcoming meeting.
- 1987, January 29. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: February Meeting.
- 1987. Report. "Bunker Hill Community College Academic Affairs Committee 1986-1987 Annual Report." 2 copies.
- N.D. Document. "Recommendation."



- N.D. Document. "General Statement Re: Student Policies/Handbooks, Specific to Programs of Study." 2 p.
- N.D. Document. "Dean's List." Includes information on how students qualify for the Dean's List.
- N.D. Loose paper. "Academic Affairs Committee." Includes information on the drop and withdrawal periods.

### **Folder 3 – Academic Affairs Committee (1982-1991)**

- 1982, January 25. Memo. From: Frank E. Truesdale, Dean of Academic Affairs. To: All Faculty Members. Re: College Policies and Procedures. Includes a copy of the college's policies. 4 p.
- 1983. Document. Academic Affairs Committee motions. 2 copies.
- 1983. Memo. From: The Academic Affairs Committee. To: Faculty and Staff. Re: The Idea of College. 2 p.
- 1986, June. Document. "Divisions and Departmental Contact Persons." Academic Affairs.
- 1989, February 23. Memo. From: Judith D. Burnett, Director of Medical Radiography. Re: Dean's List for Part Time.
- 1989, April 11. Report. "Report on Assessing Entry Level Skills Delivered to BHCC Faculty on Professional Day 4/11/89." Submitted to the Board of Regents. Perkins-Johnson, Pamela. 5 p.
- 1989, May 4. Memo. From: Robert Margolis. To: Mary Todd. Re: Long Range Planning Committee – 10 Minute Presentation at May 9 Meeting. Includes an analysis of an Institutional Research Task Force Report. 8 p.
- 1989, May 5. Memo. From: Scheduling Task Force Committee. To: College Forum. Re: Scheduling Recommendation. Includes a document with scheduling recommendations. 5 p.
- 1989, November 2. Minutes. Academic Affairs Committee. 2 copies.
- 1989, November 13. Memo. From: The Academic Affairs Committee, Barbara A. Cartwright (Chair). To: Members of the College Forum. Re: Recommendations to the Forum. 3 copies. [check]
- 1989, November 16. Document. "Academic Affairs Committee Bylaws." 2 copies.
- 1989, December 5. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Final Meeting Cancellation. 2 p.
- 1989, December 18. Letter. From: Charles M. Cook. To: Dr. Franklyn G. Jenifer. Re: Commonwealth Budget Crisis. 2 p.
- 1990, March 15. Minutes. Academic Affairs Committee. 3 copies.

- 1990, April 3. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Cancellation of April 5 Meeting. 2 copies.
- 1990, August 28. Document. Returning student and new student class records. 2 p.
- 1990, September 13. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: First meeting of the 1990/91 Academic Year.
- 1990, September 28. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Meetings for the Fall '90 Semester. 2 copies.
- 1990, November 27. Minutes. Academic Affairs Committee. 2 copies.
- 1991, February 7. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Agenda, February 12 Meeting. Includes agenda. 3 copies.
- 1991, April 5. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Scheduled Meeting. 2 copies.
- 1992, Spring. Document. Recommendations by the Academic Affairs Committee.
- N.D. Loose paper. Notes on Academic Affairs meetings. 15 p.
- N.D. Loose paper. Notes on the grading scales of other community colleges. Includes handwritten tables with data. 7 p.
- N.D. Loose paper. Notes on placement testing at other colleges. 4 p.
- N.D. Minutes. Academic Affairs Committee.
- N.D. Loose paper. Notes on Academic Affairs Committee meetings.
- N.D. Document. "Suggested Statement." 3 copies.

#### **Folder 4 – Academic Affairs Staff Meeting, December 11, 1985**

- 1985, December 11. Folder. "Academic Affairs Staff Meeting." Includes:
- 1985, August. Handbook. "Exchange Teaching and Administrating Opportunities." 12 p.
- 1985, August. Handbook. "Developing Study Abroad Programs: Faculty Guidelines." Includes a request for leave form, rules of conduct form, student evaluation form, and a general information sheet. 21 p.
- 1985, December 11. Presentation. "International Education at Bunker Hill Community College. Academic Affairs Staff Meeting. Robinson S. Brenda; Matthews, Donald. 6 p.
- N.D. Handbook. "Community Colleges for International Development Inc." 16 p.
- N.D. Document. "New Dimensions in Intercultural Education at Community Colleges." Robinson, S. Brenda. 6 p.
- N.D. Document. Chart of departments and programs at BHCC.

#### **Folder 5 – Scheduling Task Force 1988**

- 1988, December 9. Report. “Scheduling Task Force Committee Report.” Donnelly, Susan; Cauble, Kate; Downey, John; Kerr, Ed; McSweeney, Mike; Montgomery, Nancy; Wahlgreen, Dick; Ware, Jim. Includes memos, class block charts, and scheduling policies. 21 p.

#### **Folder 6 – Vice President of Academic Affairs Search 1998**

- 1998, April 16. Memo. From: Carl J. Nelson. To: The College Community. Re: Candidate Visitation. Includes the candidates’ itineraries and evaluation forms. 13 p. 2 copies of the itineraries with both blank and filled-out evaluations.
- 1998, April 19. Minutes. Executive Staff.
- 1998, May 13. Letter. From: James O. Ortiz. To: Kathleen Giordano. Re: Enclosed picture. Includes a photo.
- 1998, May 15. Document. “Open Position Listing.”
- 1998, May 19. Newspaper Article. “New VP of Academic Affairs Appointed.” Bunker Hill Community College: The Faculty & Staff Newsletter. 2 p.
- N.D. Photograph. James Ortiz.
- N.D. Photograph. “Dr. James O. Ortiz Vice President of Academic Affairs Bunker Hill Community College, Boston”
- N.D. Resume. James O. Ortiz
- N.D. Candidate Profile. James O. Ortiz

#### **Folder 7 – Academic Affairs Committee (1987-1989)**

- 1987, February 5. Minutes. Academic Affairs Committee.
- 1987, February 17. Memo. From: Academic Affairs Committee. To: College Forum Members. Re: W grade as it affects the Dean’s List. 2 p.
- 1987, March 2. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: March Meeting. Includes an agenda.
- 1987, March 5. Minutes. Academic Affairs Committee.
- 1987, March 30. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: April Meeting. Includes an agenda.
- 1987, April 12. Minutes. Academic Affairs Committee.
- 1987, April 16. Memo. From: Susan Donnelly. To: John Vaccaro. Re: Agenda Item for Academic Affairs.
- 1987. Report. “Bunker Hill Community College Academic Affairs Committee 1986-1987 Annual Report.” Academic Affairs Committee.

- 1987, May 1. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: May Meeting. Includes an agenda.
- 1987, May 7. Minutes. Academic Affairs Committee. 2 copies.
- 1987, September 10. Form. "Nuclear Medicine Student Agreement Form."
- 1987, October 29. Memo. From: Shirley Cassara. To: John Vaccaro. Re: Academic Affairs Committee Meeting.
- 1987, October 29. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: November Meeting. Includes an agenda.
- 1987, November 24. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: December Meeting. Includes an agenda.
- 1987, December 3. Minutes. Academic Affairs Committee.
- 1987, December 11. Memo. From: President Shively. To: John Vaccaro. Re: Pamela Perkins Appointment.
- 1988, February 2. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: February Meeting. Includes an agenda.
- 1988, February 9. Minutes. Academic Affairs Committee.
- 1988, February 24. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: March Meeting. Includes an agenda.
- 1988, February 29. Memo. From: John L. Vaccaro, Chairman, Academic Affairs Committee. To: Mary Foley, Susan Allen, and Judy Burnett. Re: Invitation to March Meeting of the Committee.
- 1988, March 3. Memo. From: Judith D. Burnett, Director, Medical Radiography Program. To: John L. Vaccaro, Chairman, Academic Affairs Committee. Re: March Meeting.
- 1988, March 3. Memo. From: Governance Committee. To: John Vaccaro, Academic Affairs Committee. Re: Publication of Meeting time, place, and agenda.
- 1988, March 10. Minutes. Academic Affairs Committee.
- 1988, March 18. Memo. From: Bob Ross. To: Members of the Academic Affairs Committee. Re: Academic Standards for International Students.
- 1988, March 22. Document. BHCC student transcripts. Includes course numbers and grades. 3 p.
- 1988, April 6. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: April Meeting. Includes an agenda.
- 1988, April 20. Minutes. Academic Affairs Committee. 2 p.
- 1988, April 27. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: May Meeting. Includes an agenda.

- 1988, Fall. Document. "Academic Affairs Divisions and Departmental Contact Persons."
- 1988, September 22. Memo. From: Commencement Committee. To: President Robertson. Re: Recommendations Pertaining to Commencement. Includes notes that explain the Academic Affairs Committee's interest in the memo.
- 1988, September 28. Memo. From: Dr. Kathleen E. Assar, Dean of Academic Affairs. To: John Vaccaro. Re: Academic Affairs Committee.
- 1988, October 3. Memo. From: John L. Vaccaro. To: President Robertson. Re: Academic Affairs Committee.
- 1988, October 3. Memo. From: John L. Vaccaro. To: Members of the Academic Affairs Committee. Re: October Meeting. Includes an agenda. 2 copies.
- 1988, October 13. Minutes. Academic Affairs Committee. 2 p.
- 1988, October 17. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Meeting Schedule for Fall 88 Semester.
- 1988, November 2. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Meeting for November.
- 1988, November 10. Minutes. Academic Affairs Committee. 2 p.
- 1988, November 14. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Graduation requirements amendment proposal. 2 copies.
- 1988, November 23. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Committee Meeting Dates and Agenda. Includes a copy of meeting minutes from November 10. 3 p. 2 copies.
- 1988, November 23. Memo. From: Barbara A. Cartwright, Chair Academic Affairs Committee. To: President Robertson. Re: Recommendation from the November 15th College Forum.
- 1988, December. Report. "Interim Report. The Year Ahead: The Study of the Undergraduate Experience. Excerpt of the Recommendations of Working Groups." Massachusetts Board of Regents of Higher Education. 14 p.
- 1988, December 2. Memo. From: John Meagher. To: Barbara A. Cartwright. Re: Grade Marks Proposal. Includes copies of 2 related memos. 3 p.
- 1988, December 2. Minutes. Academic Affairs Committee. 2 p.
- 1988, December 6. Letter. From: President Piedad F. Robertson. To: Barbara A. Cartwright. Re: Academic Affairs Committee Recommendations.
- 1988, December 16. Memo. From: Sharda Gupta, Member, Subcommittee on Placement and Prerequisites. To: Barbara Cartwright, Chair, Academic Affairs Committee. Re: Subcommittee's first meeting.

- 1988, December 16. Minutes. Academic Affairs Committee.
- 1988. Report. "Bunker Hill Community College Academic Affairs Committee 1987-1988 Annual Report." Academic Affairs Committee. 3 copies.
- 1989, January 4. Minutes. Academic Affairs Committee: Subcommittee on Definitions and Standards. 2 p. 2 copies.
- 1989, February 1. Memo. From: Barbara A. Cartwright. To: Members, Academic Affairs Committee. Re: Committee Meeting.
- 1989, February 2. Minutes. Academic Affairs Committee. 2 p.
- 1989, February 7. Memo. From: Judith Sanford-Harris, Asst. Dean of Academic Affairs. To: The Academic Affairs Committee. Re: Policy Clarifications for the 1989-90 Catalogue.
- 1989, February 13. Memo. From: Barbara A. Cartwright, Chair, Academic Affairs Committee. To: Judith Sanford-Harris, Asst. Dean of Academic Affairs. Re: Policy Clarifications for the 1989-90 Catalogue.
- 1989, February 14. Document. "Academic Affairs Committee. Report to College Fourm – February 14, 1989." 2 copies.
- 1989, February 23. Memo. From: Barbara A. Cartwright. To: Academic Affairs Committee. Re: Meeting today.
- 1989, February 23. Minutes. Academic Affairs Committee. 3 p.
- 1989, March 2. Memo. From: Judith Sanford-Harris, Asst. Dean of Academic Affairs. To: Barbara Cartwright, Chair, Academic Affairs Committee. Re: Correction, Policy on Repeated Courses.
- 1989, March 2. Minutes. Academic Policy Meeting.
- 1989, March 8. Memo. From: Professional Development Committee, Shirley Dunbar, Chair. To: Academic Affairs Committee; Curriculum Committee. Re: Professional Development Afternoon April 11, 1989.
- 1989, March 9. Memo. To: Academic Affairs Committee. Re: Meeting Today.
- 1989, March 26. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Committee Meeting.
- 1989, March 30. Minutes. Academic Affairs Committee.
- 1989, April 7 Memo. From: Academic Affairs Committee, Barbara Cartwright, Chair. To: Members of the College Forum. Re: Recommendations to College Forum. 3 p.
- 1989, April 11. Document. "Professional Development." Includes information on admissions and current degree standards. 4 p.
- 1989, April 12. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Committee Meeting April 13, 1989.

- 1989, April 13. Minutes. Academic Affairs Committee. Includes a copy of a memo. 2 p. 2 copies.
- 1989, April 19. Document. "Academic Affairs Committee Response to Board of Regents Report." 2 p. 2 copies.
- 1989, April 26. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Meeting Scheduled for Thursday, April 27, 1989.
- 1989, April 27. Minutes. Academic Affairs Committee.
- 1989, November 16. Document. "Academic Affairs Committee Bylaws." 2 copies.
- N.D. Loose paper. "Bunker Hill Community College Academic Affairs Committee." Includes information on other universities' grading systems. 2 p.
- N.D. Loose paper. "Nuclear Medicine Technology." Includes an overview of the department.
- N.D. Report. "Summary of Recommendations. Draft Final Report. The Year Ahead: The Undergraduate Experience." 8 p.
- N.D. Loose Paper. "Student Flow Initiatives"

#### **Folder 8 – Academic Affairs Committee (1989-1990)**

- 1989, March. Report. "Title III." Richards, Roger A., and Cartwright, Barbara A. Includes tables and budget information. 8 p.
- 1989, April 7. Memo. From: Academic Affairs Committee, Barbara Cartwright, Chair. To: Members of the College Forum. Re: Recommendations to College Forum. 2 copies.
- 1989, May 11. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Agenda for meeting scheduled for May 11. Includes an agenda.
- 1989, August 23. Document. "Petition Statistics." Includes information on petitions for graduation.
- 1989, September 15. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Committee Meeting and Agenda 89/90. Includes a draft policy statement. 2 p.
- 1989, September 21. Minutes. Academic Affairs Committee.
- 1989, October 3. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Meeting times.
- 1989, October 12. Memo. From: E. Resnik. To: Members of the Academic Affairs Committee. Re: Grade notations for non-attending students.

- 1989, October 19. Minutes. Academic Affairs Committee.
- 1989, October 31. Memo. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Scheduled meeting.
- 1989, November 2. From: Doug Clifford. To: Barbara Cartwright. Re: Motion regarding academic suspension and probation.
- 1989, November 13. From: The Academic Affairs Committee, Barbara A. Cartwright. To: Members of the College Forum. Re: Recommendations to the Forum. 2 copies.
- 1989, November 15. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Meeting November 16.
- 1989, November 16. Minutes. Academic Affairs Committee. Includes a copy of the bylaws. 2 copies.
- 1989, November 28. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Scheduled meeting. Includes a copy of the bylaws. 2 copies.
- 1989, December 5. From: Barbara A. Cartwright. To: Members of the Academic Affairs Committee. Re: Final Meeting Cancellation.
- 1990, January 31. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: First Meeting for Spring '90.
- 1990, February 1. Minutes. Academic Affairs Committee.
- 1990, February 14. Letter. From: Piedad F. Robertson. To: Barbara Cartwright. Re: Appointment of David Grayer.
- 1990, February 26. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Meeting scheduled for March 1, 1990. Includes a copy of research on "IP" and "W" grades. 5 p.
- 1990, March 15. Minutes. Academic Affairs Committee. 2 copies.
- 1990, May 1. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Final Meeting for Spring '90.
- N.D. Document. "Non-Attendance policy."
- N.D. Document. "Administrative Withdrawal."
- N.D. Document. "Bunker Hill Community College Academic Affairs Committee." Includes survey information on other community colleges in Massachusetts. 2 p.
- N.D. Document. "Academic Affairs Suspension Procedures."
- N.D. Document. "Academic Affairs Course Waiver Procedure."
- N.D. Document. "College Success 1-credit course."
- N.D. Document. "Learning Assistants: A Pilot Program for Selected Early Childhood & Human Services Classes."



### **Folder 9 – Academic Affairs Committee (1990-1991)**

- 1990, March. Document. "Governance Document of the College Forum." Adopted December 1984, Revised March 1990. 8 p.
- 1990, September 28. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Meetings for the Fall '90 Semester. 2 copies.
- 1990, November 27. Minutes. Academic Affairs Committee. 2 copies.
- 1991, February 7. Memo. From: Barbara A. Cartwright, Chair. To: Academic Affairs Committee Members. Re: Agenda, February 12 Meeting. Includes the agenda in the memo.
- 1991, February 12. Memo. From: Joanne Manville. To: Academic Affairs Committee. Re: Modification of Block Schedule. 2 p.
- 1991, February 20. Memo. From: Barbara A. Cartwright, Chair. To: Academic Affairs Committee Members. Re: Meeting, February 26, 1991. 2 copies.
- 1991, February 22. Letter. From: Michael McSweeney. To: Barbara Cartwright. Re: Resignation from Academic Affairs Committee. Handwritten on the back of an unrelated memo.
- 1991, April 5. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Scheduled Meeting.
- 1991, September 27. Memo. From: Barbara A. Cartwright, Chair. To: Members of the committee. Re: Meeting Thursday, October 3. 2 blank copies. 2 copies with a room number.
- 1991, October 9. Memo. From: President Assar. To: Professor Phil Kukura, Moderator College Forum. Re: Presidential Appointment to the Academic Affairs Committee.
- 1991, November 18. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Meeting, December 5. 2 copies.
- 1991, November 21. Memo. From: Carl J. Nelson, Dean of Academic Affairs. To: Barbara Cartwright, Chairperson of Academic Affairs Committee. Re: Suspension.
- N.D. Document. "Out-of-State Community Colleges." Includes descriptions of how each college appoints students to the Dean's List/Honors List. 2 p. 2 copies.
- N.D. Document. "Academic Standing." Includes information on how Clayton State College gives students academic honors. 2 copies.
- N.D. Document. "Mission and Goals of Bunker Hill Community College." Includes the college's mission and 10 goals, typed on the back of an advertisement for a play at BHCC.

### **Folder 10 – Academic Affairs Committee (1992)**

- 1992, January 27. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Meeting, February 6. 2 copies.
- 1992, February 6. Minutes. Academic Affairs Committee. Includes copies of the bylaws. 2 copies.
- 1992, February 20. Minutes. Academic Affairs Committee. Includes copies of the bylaws, and a copy of the new suspension policy. 2 copies.
- 1992, March. Document. “Academic Affairs Committee Bylaws.” Includes information on the committee’s policies. 2 copies.
- 1992, March. Document. “Signature Form.” Includes forms from the nursing department. 4 p. 2 copies.
- 1992, March 5. Minutes. Academic Affairs Committee. 2 copies.
- 1992, March 30. Memo. From: Barbara A. Cartwright. To: Academic Affairs Committee Members. Re: Combined Academic Affairs/Curriculum Meeting. Includes many attachments, including memos on the meeting from earlier in the month, motions from the Academic Affairs Committee, and descriptions of the purposes of each committee. 6 p.
- 1992, March 30. Memo. From: Barbara A. Cartwright, Chair. To: Academic Affairs Committee Members. Re: Combined Academic Affairs/Curriculum Meeting.
- 1992, April. Letter. From: Marjorie Langway. To: Barbara Cartwright. Re: Materials I Spoke of. Includes copies of signature forms. 6 p.
- 1992, April 3. Minutes. Joint Meeting of General Education, Curriculum, Academic Affairs, and Governance Committees. 2 copies.
- 1992, April 3. Memo. From: Barbara A. Cartwright, Chair. To: Members of the Academic Affairs Committee. Re: Meeting April 16. 2 copies.
- 1992, April 14. Agenda. College Forum. Includes a copy of a motion that will be brought forward and two copies of the academic suspension policies. 4 p.
- 1992, April 15. Minutes. Joint Meeting of General Education, Curriculum, Academic Affairs, and Governance Committees.
- 1992, April 16. Minutes. Academic Affairs Committee. 2 p. 3 copies.
- 1992, September 28. Memo. From: Adele Hamblett, Convener. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, J. Lindamood, M. Moran, and C. Nelson. Re: Academic Affairs Committee Meeting.
- 1992, October 8. Minutes. Academic Affairs Committee.
- 1992, October 30. Memo. From: Mary Moran, Chairperson, Academic Affairs Committee. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, A. Hamblett, J. Lindamood, and C. Nelson. Re: Academic Affairs

Committee Meeting, November 12, 1992. Includes a copy of the minutes, the bylaws, and grading information sheets. 5 p. 2 copies (second only has minutes and grading information sheets).

- 1992, November 12. Minutes. Academic Affairs Committee. 2 p.
- 1992, November 30. Memo. From: Mary Moran, Chairperson, Academic Affairs Committee. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, A. Hamblett, J. Lindamood, E. Mahoney, and C. Nelson. Re: Academic Affairs Committee Meeting, November 30, 1992. Includes a copy of the minutes from the previous meeting. 3 p. 2 copies of minutes.
- 1992, December. Minutes. Academic Affairs Committee. Includes a handout on the suspension and probation policy. 2 p. 2 copies.
- N.D. Memo. From: Mary Moran. To: Barbara Cartwright. Re: Suspension. Includes a copy of a memo. 2 p.
- N.D. Memo. From: Carl Nelson. To: Barbara Cartwright. Re: Academic Affairs Committee Meeting. Handwritten note that includes a handwritten response. Includes a copy of a memo as well. 3 p.
- N.D. Document. "Curriculum Committee." Includes an overview of the committee. 2 p. 2 copies.

#### **Folder 11 – Academic Affairs Committee (1993)**

- 1993, February 1. Memo. From: Mary Moran, Chairperson, Academic Affairs Committee. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, A. Hamblett, J. Lindamood, E. Mahoney, and C. Nelson. Re: Academic Affairs Committee Meeting, February 11, 1993. 2 copies.
- 1993, February 5. Memo. From: Title III Planning Committee. To: BHCC Faculty, Staff, Administration. Re: Title III Planning Survey. Includes blank survey sheet. 4 p.
- 1993, February 11. Minutes. Academic Affairs Committee. Includes a copy of the college's suspension/probation policy. 2 p.
- 1993, Spring. Document. "Summary of Telephone Survey—Spring 1993 Massachusetts Community Colleges Assessment Testing of Certificate Students." 3 p. 2 copies.
- 1993, March 3. Memo. From: Mary Moran, Chairperson, Academic Affairs Committee. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, A. Hamblett, E. Mahoney, and C. Nelson. Re: Academic Affairs Committee Meeting, March 11, 1993. Includes the previous meeting's minutes. 2 p. 2 copies.

- 1993, March 11. Minutes. Academic Affairs Committee.
- 1993, April 1. Memo. From: Mary Moran, Chairperson, Academic Affairs Committee. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, A. Hamblett, E. Mahoney, and C. Nelson. Re: Academic Affairs Committee Meeting, April 8, 1993. Includes the previous meeting's minutes, a blank status report sheet, a memo, and a document with grading information. 5 p. 2 copies.
- 1993, April 8. Minutes. Academic Affairs Committee. Includes a copy from a college forum a month later (May 11) and a blank academic status report page. 3 p.
- 1993, April 8. Loose paper. "Academic Affairs." Includes handwritten notes on the Academic Affairs Meeting.
- 1993, April 26. Memo. From: Mary Moran, Chairperson, Academic Affairs Committee. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, A. Hamblett, E. Mahoney, and C. Nelson. Re: Academic Affairs Committee Meeting, April 29, 1993, and Joint Meeting with Curriculum Committee, May 13, 1993. Includes the previous meeting's minutes. 2 p. 2 copies.
- 1993, April 26. Newsletter. "College Forum Minutes." Bunker Hill Community College Faculty & Staff Newsletter. 2 p.
- 1993, April 29. Minutes. Academic Affairs Committee.
- 1993, May 6. Memo. From: Liz Palter, Director. To: The College Community. Re: Strengthening Institutions Program. Includes a chart depicting how the grant funds will be distributed. 3 p.
- 1993, May 11. Memo. From: Mary Moran, Chairperson, Academic Affairs Committee. To: P. Akillian, D. Clifford, W. Craft, A. Curtis, S. Donnelly, K. Finnegan, A. Hamblett, E. Mahoney, C. Nelson, and K. Cedrone Vaccaro. Re: Joint Meeting with Curriculum Committee, May 13, 1993. Includes the minutes from the previous meeting. 2 p. 2 copies.
- 1993, May 13. Loose paper. "Curriculum and Academic Affairs." Handwritten notes on the events of the joint meeting. 10 p.
- 1993, May 13. Minutes. Joint Meeting Curriculum and Academic Affairs Committee. 3 p. 2 copies.
- 1993, June. Document. "Academic Affairs Committee Summary of Activity, September-June 1993." 2 p. 2 copies.
- 1993, Fall. Document. "Governance Document of the College Forum of Bunker Hill Community College." Adopted December 18, 1984. Revised Fall 1993. 11 p.

- 1993, Fall. Memo. From: Kevin Finnigan. To: A. Curtis, N. Charland, D. Clifford, W. Craft, S. Gupta, W. Iannelli, T. McLaughlin, C. Nelson, M. O'Shea. Re: Academic Affairs Committee Meeting.
- 1993, September 21. Minutes. Academic Affairs Committee.
- 1993, September 29. Memo. From: Kevin Finnigan. To: P. Akillian, K. Assar, W. Craft, K. Cedrone-Vaccaro, D. Clifford, A. Curtis, S. Donnelly, K. Finnigan, A. Hamblett, and C. Nelson. Re: Academic Affairs Meeting. Includes the previous meeting's minutes and a press release announcing the meeting. 3 p. 2 copies.
- 1993, October 27. Memo. From: Kevin Finnigan. To: P. Akillian, K. Assar, K. Cedrone-Vaccaro, D. Clifford, A. Curtis, S. Donnelly, K. Finnigan, A. Hamblett, and C. Nelson. Re: Academic Affairs Meeting.
- 1993, November 4. Minutes. Academic Affairs Meeting.
- 1993, November 15. Memo. From: Kevin Finnigan. To: P. Akillian, K. Assar, K. Cedrone-Vaccaro, D. Clifford, A. Curtis, S. Donnelly, K. Finnigan, A. Hamblett, and C. Nelson. Re: Academic Affairs Meeting. One copy includes the previous meeting's minutes (only part of them), a document from the communications department, and the press release for the meeting date. The other copy includes the full minutes and additional documents from the communications department. 4 p (first) and 12 p (second). 2 copies.
- 1993, December 9. Minutes. Academic Affairs Committee.
- N.D. Document. "Satisfactory Academic Progress." Includes information on academic probation/suspension.
- N.D. Document. "Proposal for Certificate Requirements." Includes information on a motion presented at the Academic Affairs Committee and the committee's findings on certificate programs. 3 p.
- N.D. Document. A chart of programs and information on their credits, subject matter, transferability, and enrichment.
- N.D. Document. A chart of programs and information on their credits, prerequisites, transferability, and job skills. 2 p.
- N.D. Document. "Nonpunitive Final Grade for Developmental Courses."
- N.D. Document. "Grading Information/Credit Hours." 2 p.
- N.D. Document. A chart that compares assessments for certificates between community colleges. 2 p.
- N.D. Document. "Academic Status Report." Includes blank areas to input student information.

- N.D. Memo. From: Susan Donnelly. To: Mary Moran. Re: Curriculum Committee Agenda Item. Includes a copy of the matriculation section from the college catalog. 2 p.
- N.D. Document. "1992-1993 Certificates." Includes information on all the certificates offered and the required courses to earn them. 5 p.

#### **Folder 12 – Academic Affairs Committee (1994-1995)**

- 1994, February 10. Minutes. Academic Affairs Committee. Includes document on nonpunitive grades. 3 p. 2 copies.
- 1994, February 28. Memo. From: Kevin Finnigan. To: P. Akillian, K. Assar, K. Cedrone-Vaccaro, A. Curtis, S. Donnelly, K. Finnigan, D. Graham, A. Hamblett, and C. Nelson. Re: Academic Affairs Meeting. 2 copies.
- 1994, March 7. Memo. From: Kevin Finnigan. To: P. Akillian, K. Assar, K. Cedrone-Vaccaro, A. Curtis, S. Donnelly, K. Finnigan, D. Graham, A. Hamblett, and C. Nelson. Re: Academic Affairs Meeting.
- 1994, April 7. Minutes. Academic Affairs Committee.
- 1994, April 25. Memo. From: Kevin Finnigan. To: P. Akillian, K. Assar, K. Cedrone-Vaccaro, A. Curtis, S. Donnelly, D. Graham, A. Hamblett, J. Miller, and C. Nelson. Re: Academic Affairs Meeting.
- 1994, May 2. From: Kevin Finnigan. To: Phil Kurkura. Re: College Forum.
- 1994, May 5. Minutes. Academic Affairs Committee.
- 1993, September 22. Minutes. Academic Affairs Committee. 2 copies.
- 1994, October 13. Minutes. Academic Affairs Committee. 3 p. 2 copies.
- 1994, October 27. Minutes. Academic Affairs Committee. 2 copies.
- 1994, November 10. Minutes. Academic Affairs Committee.
- 1994, December 1. Agenda. Professional Day.
- 1995, March 9. Minutes. Academic Affairs Committee. 2 p.
- 1995, April 27. Minutes. Academic Affairs Committee. Includes a draft proposal. 3 p. 2 copies.
- 1996, February 29. Memo. From: Susan Donnelly. To: President Mon O'Shea. RE: Commencement Speakers.
- N.D. Document. Includes tables of data with student and course information. 10 p.
- N.D. Document. "Course Descriptions." Includes information on the Biotechnology program. 2 p.
- N.D. Loose paper. Notes on an Academic Affairs Committee meeting.

- N.D. Memo. From: Academic Affairs Committee. To: College Forum. Re: Proposal for Certificate Programs. Includes a copy of the requirements. 2 p. 2 copies.

### **Folder 13 – Academic Affairs Committee (1999-2002)**

- 1999, September 28. Minutes. Academic Affairs Committee.
- 1999, October 7. Minutes. Academic Affairs Committee. 2 p.
- 2000, February 2. Memo. From: Janet Sortor. To: Shirley Cassara. Re: Satisfactory Academic Policy. Includes a policy recommendation chart. 2 p.
- 2000, March 3. Minutes. Academic Affairs Committee.
- 2000, April 6. Minutes. Academic Affairs Committee.
- 2001. Report. “Academic Affairs Committee Annual Report for 2000-2001 Academic Year.” Melloni, Anna; Colella, Pat; Donnelly, Susan; Griffin, Bill; Sumorok, Liz; Stein, Anna; Sacco, Lorraine; Zabriskie, Anne; Curtis, Al; Nur, Kalimah; Simons, Shellie. Includes meeting minutes and agendas throughout the year. 14 p.
- 2001, February 28. Memo. From: Anna Melloni. To: Members, All-College Forum. Re: Policies for Vote at All-College Forum March Meeting. 6 p. 2 copies.
- 2001, August 28. Proposal. “General Education Implementation Proposal Discussion.” Academic Affairs Committee and General Education Implementation Committee. 8 p.
- 2001, October 9. Proposal. “Proposal to Modify General Education Requirements.” Academic Affairs Committee. Submitted to the All College Forum. 7 p. 2 copies.
- 2001, November 1. Memo. From: The Academic Affairs Committee. To: The College Community. Re: Academic Policy Update and Revision. 3 p.
- 2001, December 6. Memo. From: Academic Affairs Committee. To: College Community. Re: Academic Standing/Academic Progress Policy Revision. 8 p.
- 2002, February 13. Memo. From: The Academic Affairs Committee. To: The College Community. Re: Academic Policy Revision. 3 p. 2 copies.
- 2002, April 16. Memo. From: Pam Cinelli, Academic & Student Affairs. To: All BHCC Faculty and Staff. Re: Cap & Gown Distribution. 2 p.
- 2002, June 20. Memo. From: Jane Milley, Interim Vice President of Academic and Student Affairs. To: Faculty and Staff. Re: Academic Divisions’ Reconfiguration. 2 p.
- 2002, Fall. Document. “General Education Implementation Committee Goals for Academic Year 2002-2003.” 2 p.
- 2004, February. Document. “Academic Affairs Committee Recommendation.”

- N.D. Document. "Academic Probation Support Services." 3 p.
- N.D. Document. "Academic Affairs Committee Educational Outcomes Proposal." 3 p.
- N.D. Document. "Satisfactory Academic Progress." Includes information on grading policies. 3 p.
- N.D. Document. "Recommendations for Warning Grades." 2 p.

#### **Box 4**

##### 012.10.03 – Curriculum Committee

To be done:

-Match physical arrangement of folders to order in index

-Re-folder/label folders not marked as "*CORRECT*."

- o 1974. "Curriculum Committee Proposals 1974."
- o 1977-1979. "Curriculum Committee Proposals 1977, 1978, 1979."
- o 1987, February 26. Memo. From: Curriculum Committee. To: All College Faculty & Administrative Staff.
- o 1989. "Instructions for Curriculum Changes/New Course Proposals."
- o 1989. "Course/Curriculum Change Proposal Form," blank.
- o 1992, September. "Flow Chart for New Course Proposals/Curriculum Changes." Includes blank proposal form. 5 pages.
- o c. 1993. "Curriculum Committee Spring 1993 schedule."
- o 1996. "Curriculum Committee Proposals 1996."
- o 1997-1998. "Curriculum Committee Proposals 1997, 1998."
- o 1999-2000. "Curriculum Committee Proposals 1999, 2000."
- o 2000-2001. Curriculum Committee proposals and memos.
- o 2001-2002. Curriculum Committee proposals.
- o 2002-2003. Curriculum Committee proposals and memos.
- o 2003-2004, Curriculum Committee proposals.
- o 2003. Computer Technology Department curriculum proposals and memos.
- o 2003-2004. Human Services Program curriculum proposals and memos.
- o 2003. Business Administration Department curriculum proposals and memos.
- o 2004, February 10. Report. "Recommendations to the Curriculum Committee." Submitted to the Curriculum Committee. From the General Education Implementation Committee. 10 pages.
- o 1996. Hotel/Restaurant/Travel Management Program curriculum proposals and memos.
- o 1996. Science Department curriculum proposals and memos.
- o N.D. c.2017. Document. "New Course Proposal Cover Sheet." 2 p. (1 page double-sided)

#### **Box 5**

##### 012.10.05 – Professional Development Committee



### **Folder 1 – Professional Development Committee 1983**

- o C. 1983. "The role of stress management for professional development with Mass CC." Cassara, Shirley. 2 copies.

### **Folder 2 – Professional Development Committee 1986-1998**

- o 1998, March 3. Agenda. Professional Development Day.
- o 1998, March 12. Memo. From: The Professional Development Committee. To: Richard Boulware; Thomas Chuda; Tusi Gastonguay; Lloyd Sheldon Johnson; Sharyn Lowenstein; Alessandro Massaro; James A. Miller; Suzanne Roche; Mary Todd; Deborah Westaway; Tom Wylie; Ann Zabriskie. Re: Professional Development Day Evaluations & Thank You. Includes the evaluation results. 2 p.
- o 1986, May. "Successful practices. A handbook of cultural awareness activities." Published by the Professional Development Committee. 19 p. 2 copies
- o 1986, August 28. Program. "Professional Day: College-wide writing project: teaching strategies for writing-across-the-curriculum." 4 p. 2 copies.
- o 1987, May 20. Program. "Professional Day."
- o 1988, May 25. Program. "Professional Day."
- o N.D. Document. "Professional Development Committee." Includes the purpose and bylaws of the committee. 2 copies.

### **Folder 3 – Professional Development Day 1993**

- o 1993, November 16. Agenda. Professional Development Day. Includes a flyer. 2 p.

### **Folder 4 – Employee Development Opportunities 1998/1999**

- o 1997, Spring. Booklet. "BHCC Employee Development Program." 3 p.
- o 1998, Fall. Handbook. "Employee Development Opportunities." 9 p. 2 copies.
- o 1999, Fall. Pamphlet. "Employee Development Opportunities." 12 p.

### **Folder 5 – Professional Development Day 1999**

- o 1999, February 26. Memo. From: The Long-Range Planning Committee, the Professional Development Committee, and NEASC Taskforce on Planning and Evaluation. Re: Professional Development Day, March 2, 1999. Includes documents on the goals and objectives of the event. 4 p.
- o 1999, October 8. Memo. From: President Mary Fifield. To: All BHCC Faculty & Staff, Sessions program. Includes documents detailing the sessions. 3 p. 2 copies.
- o 1999, October 19. "Professional Development Day: Research Disk for Online Course Projects." 4 p.
- o 1999, October 22-23. Flyer. Homecoming and family weekend.
- o 1999, October 25. Flyer. Invitation to the reception at Chelsea Campus.
- o N.D. Document. "Masscode: Massachusetts Consortium for Distance Education." 8 p.

### **Folder 6 – Professional Development Committee 2000**

- o 2000, June 13. Handout. "Assessment Forum: 9 Principles of Good Practice for Assessing Student Learning." 4 p.
- o 2000, October 5. Memo. From: President Mary Fifield. To: All BHCC Faculty & Staff. Re: Community College Assessment Strategies. Includes a copy of a presentation by Jeffrey A. Seybert, Johnson County Community College, Overland Park, Kansas. 22 p. 2 copies.
- o 2000, October 20-21. Flyer. "Homecoming and family weekend, October 20-12, 2000." 2 copies.
- o N.D. Handout. "Attributes of Critical Thinking." 4 p. 2 copies.

**Folder 7 – Professional Development Day February 27, 2001**

- o 2001, February 15. Memo. From: President Mary Fifield. To: All BHCC Faculty & Staff. Re: Professional Development Day, February 27, 2001.
- o N.D. Document. "Which One Applies? How Do They Interact?" 35 p.
- o N.D. Pamphlet. "Interacting with people with disabilities." Massachusetts Office on Disability. 2 copies.
- o N.D. Pamphlet. "Massachusetts Office on Disability." Massachusetts Office on Disability.
- o N.D. Brochure. "Disability laws in Massachusetts." 31 p.
- o N.D. Document. "Checklist related to job descriptions and job qualifications." 4 p.
- o N.D. Document. "Recruitment, advertising, job application procedures." 6 p.
- o N.D. Handout. "Participant Evaluation."

**Folder 8 – Professional Development Day October 30, 2001**

- o 2001, October 22. Memo. From: President Mary Fifield. To: All BHCC Faculty & Staff. Re: Professional Development Day, October 30, 2001. 2 copies.
- o 2001, October 30. Pamphlet. "Professional Development Day." 2 copies.
- o 2001, October 30. Handout. "Professional Development Day: The Impact of Recent World Events on the BHCC Community." 2 copies.
- o N.D. Document. "BHCC Resources on Islam and the Middle East." 18 p. 2 copies.

**Folder 9 – Professional Development Day February 26, 2002**

- o 2002, February 26. Pamphlet. "Professional Development Day: Transforming Bunker Hill Community College: A United Vision for a stronger Tomorrow." 2 copies.
- o 2002, February 26. Form. "Bunker Hill Community College Professional Development Day Spring 2002: Participant Evaluation Form."

**Folder 10 – Professional Development Day October 30, 2003**

- o 2003, October 23. Memo. From: Richard Boulware. To: Student Learning Outcome Assessment Taskforce Members. Re: Exciting times ahead. 4 p.
- o 2003, October 30. Agenda. Professional Development Day: Student Learning Outcomes Assessment.

- o 2003, October 30. Form. "Professional Development Day – Thursday, October 30, 2003 'Student Learning Outcomes Assessment' Participant Evaluation Form."
- o 2003, October 30. Handbook. "Bunker Hill Community College Professional Development Day Faculty Workbook." Includes blank worksheets. 6 p. 2 copies.
- o 2003, October 30. Handbook. "Bunker Hill Community College Professional Development Day Information Materials." Includes presentation information, relevant articles and handouts, and information on task force members. 11 p. 2 copies.
- o 2003, October 30. PowerPoint Presentation. "Assessment Focused on Outcomes and Inquiry." Professional Development Day. Froh, Robert C. 7 p.
- o 2003, December 4. Agenda. Student Learning Outcome Assessment Program Taskforce.

#### **Folder 11 – Professional Development Day March 30, 2004**

- o 2004, March 24. Memo. From: Mary L. Fifield, President and Diane Rocheteau, Chair, Professional Development Committee. To: All BHCC faculty and staff.
- o 2004, March 30. Flyer. "Professional Development Day: Revised SLOAP Workshops." 2 p.
- o 2004, March 30. PowerPoint Presentation. "Professional Development Day: Student Learning Outcomes Assessment Program S.L.O.A.P." Professional Development Day. SLOAP Taskforce. 8 p.
- o 2003, March 30. Form. "Bunker Hill Community College Professional Development Day: March 30, 2004 'Institutional and Student Learning Outcomes Assessment' Participant Evaluation Form."
- o N.D. Document. "Student Learning Outcome Assessment."
- o N.D. Document. Describes learning objectives and outcomes of SLOAP and has additional materials attached. 7 p.
- o N.D. Document. "Student Learning Outcome Assessment Program: Incentive Program." 7 p.
- o N.D. Loose paper. "We Shall Overcome." Lyrics to a song.

#### **Folder 12 – Professional Development Day October 26, 2004**

- o 2004, October 26. Program. "Professional Development Day Fall 2004: 'Conversation, Collaboration, Consensus: Finding Common Ground on What Matters Most When We Look at Student Writing.'" Professional Development Committee. 2 copies.
- o 2004, October 26. Handout. "Bunker Hill Community College Student Learning Outcomes Assessment Program (SLOAP) Year 2: Professional Development Day, October 26, 2004."
- o 2004, October 26. Form. "Evaluation for Professional Day Participants."
- o 2004, October 26. Folder of materials from Professional Development Day. 2 copies. Includes:
- o 2004, Summer. Report. "Assessing Student Writing and Critical Thinking: A Pilot Study." Brenner, Joan; Colella, Patricia; Guilmette Nicole; McLaughlin, Tim;

McSweeney, Michael; Oliveri, Natalie; Reeves, John; Rosser, Jennifer. Includes data sets and charts. 14 p.

- o 2004, April 17. Essay. "White Eyed Trait in Drosophila melanogaster." 7 p.
- o 2004, April 27. Essay. Untitled. Describes policies around tax increases. 2 p.
- o 2004, May 4. Essay. Untitled. Main topic is on tax increases. 3 p.
- o N.D. Essay. "Universal Doomsday." 12 p.
- o N.D. Essay. "Gay Marriages." 3 p.
- o N.D. Document. "Traits of Writing Across the Curriculum."
- o N.D. Document. "Scoring Rubric Used to Assess BHCC Writing Outcomes Across the Curriculum."

### **Folder 13 – Professional Development Day 2006**

- o 2006, March 30. Brochure. "Transforming Bunker Hill Community College: Professional Development Day." Includes an agenda.

### **Folder 14 – Professional Development Day 2009**

- o 2009, October 15. Program. "Building On What Works: Blueprints For Student Success." 4 p.
- o 2009, October 15. Handout. Broward College Achieving The Dream (AtD) PowerPoint Presentation. 14 p.
- o 2009, October 15. Handout. Save The Date for January Planning Event.
- o 2009, October 15. Handout. Professional Development Day Fall 2009 Brief Biographies of Workshop Facilitators. 2p. (1 page double-sided)
- o 2009, October 14. Handout. "AFLIT Lesson" PowerPoint presentation. 3 p.

### **Folder 15 – Professional Development Day 2012-2013**

- o 2012, March 27. Brochure. "LifeMap - Faculty, Staff, and Students: A Partnership for Student Success, Professional Development Day." Includes an agenda and survey. 2 copies.
- o 2013, March 7. Agenda. "Professional Development Day: Integrating LifeMap into the Teaching and Learning Process."
- o 2013, October 29. Brochure. "Professional Development Day College and Community: Partnering for Success." Includes an agenda. 2 copies.
- o 2013, October 29. Handout. "Fall 2013 Professional Development Workshop Offerings for Faculty." 4 p.

### **Folder 16 – Professional Development Day 2014**

- o 2014, March 13. Brochure. "Professional Development Day: Student Learning Outcomes Assessment: Ten Years of SLOAP – Looking Back and Moving Forward." Includes an agenda, a printout of a presentation, and information on breakout sessions.
- o 2014, March 13. Notecard. "Professional Development Day: Student Learning Outcomes Assessment: Ten Years of SLOAP – Looking Back and Moving Forward."

- o 2014, October 30. Brochure. "Professional Development Day: Inclusive Excellence: Building on Our Students' Strengths." Includes an agenda and information on the learning sessions. 2 copies.

#### **Folder 17– Professional Development Day 2015-2017**

- o 2015, May 21. Agenda. Inspiring Student Success through Inclusive Excellence: Spring 2015 Professional Development Day." 2 p. 2 copies.
- o 2015, October 27. Agenda. "Fall 2015 Professional Development Day Creating a Culture of Mentoring."
- o 2016, March 31. Agenda. Professional Development Day: Safety and Wellness." 2 p.
- o 2016, October 27. Folder. Includes materials on Professional Development Day. 2 copies. Includes.
- o 2016, October 27. Agenda. Professional Development Day. 2 p. 2 copies.
- o N.D. Document. "Peggy L. Maki."
- o N.D. Document. "Backward Design: Transparency, Coherence and Alignment along Students' Education Pathways."
- o N.D. Document. "Institutional Learning Outcomes (ILOS)."
- o N.D. Document. "Listening Guide." Includes blank areas to write answers in.
- o 2017, November 2. Folder. Includes materials from Professional Development Day. 2 copies. Includes:
- o 2017, November 2. Agenda. BHCC Fall Professional Development Day: Supporting English Language Learners at Every Step. 2 p. 2 copies
- o 2017, November 2. Document. "Research Findings on Best Practices for Teaching ESL." 6 p. 2 copies.
- o 2017, November 2. Document. "ESL Myth or Fact? And Discussion Questions on Stuck in the Remedial Rut." 2 p. (double-sided).
- o 2017, November 2. Document. "Selected Quotes from 'Stuck in the Remedial Rut'; Key Passages from 'Stuck in the Remedial Rut.'" 2p. (double-sided.
- o 2018, October 25. Handout. "Professional Development Day; PD=PD: Personal Development is Professional Development." double-sided.
- o 2018. Handout. "Professional Development and Community Building Opportunities for Academic Year 2018-19." Double-sided. 2 copies.

#### **Folder 18 – Professional Development Day 2024**

- o 2024, April 11. Agenda. Professional Development Day: Teaching, Learning and Growth for Our Times." 2 p.

#### **Folder 19 – Idea for a Second Difficult Dialogues Workshop (2006-2007)**

- o 2006, May 22. Document. "Difficult Dialogues in the Classroom Workshop." 4 p.
- o 2006, May 22. Binder. "Difficult Dialogues in the Classroom: A Workshop for BHCC Faculty." Includes two handouts and on the side and workshop documents in the rings. 95 p.

- o N.D. Document. "Ideas for Second Difficult Dialogues Workshop: From First Workshop Evaluation Form." 2 p.
- o N.D. Document. "Workshops, Ala Page 13." 2 p.

**Folder 20 – Undated Professional Development Materials.**

- o N.D. Handout. "Staff Development Workshop Series Task Force Steering Committee." Double-sided.
- o N.D. Handout. "Fostering Trust and Self Esteem Within the BHCC Community Through "Each One Reach One"
- o N.D. Handout. "Small Group Vision Challenges and Staff Development."
- o N.D. Handout. "Staff Development Workshop Series Small Group Vision Challenges." Double-sided.

**012.10.06 – Student Services Committee**

- o 1974-1975. Report. Annual Report: Student Services.
- o 1975, March 20. Memo. From: Ted Carlson [Chairman]. To: Professional Affairs Committee [Paul Colella]. RE: Elections of Judicial Board Members.
- o 1975, April 10. Letter. From: Student Services Committee. To: Member of first Bunker Hill Judiciary Board. RE: Training session. Includes Judicial Board Workshop Proposal. 3 p.
- o N.D, March 1. Minutes. "Student Services Meeting MInutes (3/1)." 2 p.
- o 1975, December 8. Memo. From: Ted Carlson. To: President Shively. Re: Natalie Oliveri, Bob Ross, Paula Smith.
- o 1975, December 12. Memo. From: The Office of the President. To: Ted Carlson.
- o 1974, November 22. Memo. From: Ted Carlson, Chairperson of the Student Services Committee. To: President Shively.
- o N.D. Memo. From: Student Services Committee, Ted Carlson, Chairperson. To: All College Council. 3 copies (one with attached Proposal for Judicial Board).
- o 1975, September 30. Memo. From: Robert T. Carlson. To: Student Services Committee. Re: Chairman's Position.
- o 1975, November 12. Memo. From: Ted Carlson, Chairman Student Services Committee. To: Presidents' Office. Re: Accreditation Report.
- o N.D. Memo. From: Office of Pearl G. Waterhouse. To: Ted Carlson.
- o 1975, March 14. Letter. From: Harold E. Shively. To: Ms. Lori Sensale and Mr. Vincent Ularich. Re: [Censorship of Exhibit].
- o N.D. Brochure. What can the Bunker Hill Community College Student Counseling Service do for you?
- o 1975-1976. Report. Student Services Annual Report.
- o 1990, Fall. Survey results. "Needs Assessment Survey for Returning Students, Fall, 1990." 2 pages.

**012.10.07 – Committee on Liberal Arts**

- o 1977, Spring. "Advisement Guide for BHCC Liberal Arts Students." 9 pages.

Moved 012.10.07 to RG 023

012.10.07—The Friends of Bunker Hill Community College

RG012.11 Advisory Committee Records

012.11.01 – Long Range Planning Committee (and Related Planning Committees, Divisions, Activities)

**Folder 1 – 5 Year Plan (1982)**

- 1982, May. Report. “Five Year Plan.” Submitted to the Commonwealth of Massachusetts Board of Regents of Higher Education. Bunker Hill Community College. 26 p.

**Folder 2 – Management Study (1982)**

- 1982, September. Report. “Summary Report of the Management Study of Bunker Hill Community College.” O’Shea, Mon. 14 p. 2 copies.

**Folder 3 – Master Plan (1983)**

- 1983. Report. “Five Year Master Plan 1983.” Shively, Harld E. and William M. Craft. 65 p. 2 copies.
- 1984. Report. “Master Plan Update 1984.” Shively, Harld E. and William M. Craft. 36 p. 2 copies.
- 1984. Document. “Goals 1984-1985: Bunker Hill Community College.” Shively, Harold E. 10 p. 2 copies.
- 1984, November 26. Memo. From: Camille M. DeGregorio. To: Dean Assar’s Staff Members. Re: Attached memo from Bill Craft. Includes a copy of Craft’s memo and planning documents for the Master Plan update. 5 p.

**Folder 4 – 85-86 Goals**

- 1986, May 30. Document. “Final Review, AY 85-86 Goals, Bunker Hill Community College.” 15 p.

**Folder 5 – Stage III Planning Report (1988)**

- 1988, August 18. Report. “Bunker Hill Community College Stage III Planning Report.” Submitted to Board of Regents of High Education & Dr. Franklyn Jenifer, Chancellor. Robertson, Piedad F., President; Craft, William M., Division of Planning and Development. Includes appendices with forms and articles. 44 p. 2 copies.

**Folder 6 – Institutional Long-Range Plan (1989-1990)**

- 1989, December 11. Report. "Institutional Long-Range Plan." Submitted to the BHCC Board of Trustees. Robertson, Piedad F. and the Long-Range Planning Committee. 24 p.
- 1990, January. Report. "Institutional Long-Range Plan." Robertson, Piedad F. and the BHCC Board of Trustees. Includes an attachment that describes the college's goals. 24 p.

#### **Folder 7 – Annual Report (1992-1993)**

- 1993. Report. "Annual Report 1992-1993." 42 p. 3 copies.
- 1994, April 11. Report. "Bunker Hill Community College FY94 Institutional Priorities Progress Report." 15 p.

#### **Folder 8 – Long Range Planning Committee (1994)**

- 1994. Handbook. "A Partnership for Excellence: The Bunker Hill Advisory Committees." 9 p.

#### **Folder 9 – Long Range Planning Committee (1999)**

- 1999, February 4. Document. "'Back to the Future' (Comments on Mind Maps)." Includes summaries of comments and a chart with participant feedback. 5 p.
- 1999, February 9. Memo. From: The Long-Range Planning Committee. To: The College Forum. Re: Proposed college goals from the Future Search Conference. Includes a copy of a schedule. 3 p.
- 1999, September. Handbook. "Transforming Bunker Hill Community College: A Progress Report." 16 p. 2 copies.
- 1999. Document. "Long-Range Planning Advisory Committee." Includes a schedule. 2 p.
- N.D. Form. "NEASC - Organization and Governance Taskforce." 2 p.

#### **Folder 10 – Long Range Planning Committee (2000, 1 of 2)**

- 2000, January 18. Handbook. "Briefing Packet." The Long-Range Planning Committee. 182 p. 1<sup>st</sup> copy.

#### **Folder 11 – Long Range Planning Committee (2000, 2 of 2)**

- 2000, January 5 [original date, December 21, 1999]. Memo. From: Kevin Finnigan/Barbara Cartwright. To: Ted Carlson. RE: Transformation Continues.
- 2000, January 18. Handbook. "Briefing Packet." The Long-Range Planning Committee. 182 p. 2<sup>nd</sup> copy.
- N.D. [most likely January 18, 2000]. Handout. "Ideas for Action Plans Planning Worksheet."



- N.D. [most likely January 18, 2000]. Handout. Roles and rules for workshop on January 18, 2000.
- N.D. [most likely January 18, 2000]. Handout. "Documenting Accomplishments for Each Goal."
- N.D. [most likely January 18, 2000]. Handout. "Self-management leadership roles for your work groups."
- N.D. [most likely January 18, 2000]. Handout. "Celebrating Accomplishments for Year One."
- N.D. [most likely January 18, 2000]. Handout. "Giving Individual Heart Awards to Celebrate year One Accomplishments"
- N.D. [most likely January 18, 2000]. Handout. "Reconciling NEASC Recommendations with Existing Institutional Objectives."
- N.D. [most likely January 18, 2000]. Handout. "Generating Input for Year Two Action Plans."
- N.D. [most likely January 18, 2000]. Handout. "Generating Additional Input for Year Two Action Plans."
- N.D. Document. "College Mission Statements." 2 p.
- 2000, October. Brochure. "We did it... A Report of Goals and Accomplishments." 5 copies.

#### **Folder 12 – Long Range Planning Committee (2001)**

- 2001, January 16. Document. "BHCC Taking action; Achievements and Ambitions for Year Three." 125 p. 2 copies.

#### **Folder 13 – Long Range Planning Committee (2002)**

- 2002. Folder. Contains materials related to "Transforming Bunker Hill Community College." 2 copies, but one only has the agenda. Includes:
  - 2002, January 15. Booklet. "Transforming Bunker Hill Community College: A United Vision for Stronger Tomorrow." 12 p. 2 copies.
  - N.D. Agenda. Transforming Bunker Hill Community College: A United Vision for a Stronger Tomorrow." Includes worksheets. 9 p.
  - N.D. Flyer. "Transforming Bunker Hill Community College Program Addendum."
- 2002, January 2. Memo. From: Mary L. Fifield, President and Donna DeSimone and Nancy Myers, Long Range Planning Committee Co-Chairs. To: Svetlana U. Ordian, Cataloger. Re: Transforming Bunker Hill Community College: A United Vision for a Stronger Tomorrow. Includes a BHCC fact sheet. 2 p.

- 2002, January 7. Memo. From: Mary L. Fifield, President and Donna DeSimone and Nancy Myers, Long Range Planning Committee Co-Chairs. To: Svetlana U. Ordian, Cataloger. Re: Transforming Bunker Hill Community College: A United Vision for a Stronger Tomorrow. Includes directions to the Omni Parker House. 2 p.
- 2002, January 15. Booklet. "Transforming Bunker Hill Community College: A United Vision for Stronger Tomorrow." 12 p. 2 copies.
- 2002, December 23. Memo. From: Scott Benjamin and Diane Smith, Co-Chair of the Long-Range Planning Committee. To: Strategic Planning Event Participants. Re: The Transformation Continues: Bold Ideas in Challenging Times. Includes an agenda, form, and directions for the event in addition to a handout on BHCC's goals and objectives. 5 p.
- c. 2002. Brochure. "Transforming Bunker Hill Community College: A United Vision for a Stronger Tomorrow."
- c. 2002. Booklet. "Transforming Bunker Hill Community College: Achievements and Collective Vision for the Future." 16 p. 2 copies. [Check]

#### **Folder 14 – Long Range Planning Committee (2003)**

- 2002, December 12. Memo. From: Mary L. Fifield, President; Scott Benjamin and Diane Smith, Long-Range Planning Committee Co-Chairs. To: All Faculty and Staff and Student Representatives. Re: The Transformation Continues: Bold ideas in Challenging Times. Includes a fact sheet, a participant form, and a document detailing BHCC's goals. 4 p.
- 2003, January 14. Document. "Executive Summary Report Bunker Hill Community College: Bold Ideas for Challenging Times." Facilitated and recorded by Jay Vogt. 2 versions (11p and 9 p).
- 2003, January 14. Document. "Proposed Agenda: BHCC Action Planning Day." 9 p.
- 2003, Spring. Video film on CD. "If I ran Bunker Hill Community College: a student perspective." LRP event. Produced by Scott Benjamin and Timothy Lambert.
- 2003, April 30. Memo. From: Long Range Planning Committee. To: BHCC College Community. Re: Acting on Bold Ideas for Challenging Times.
- 2003, May 5. Memo. From: Long Range Planning Committee. To: BHCC College Community. Re: Acting on Bold Ideas for Challenging Times.
- 2003, January 14. Document. "Bold Ideas in Challenging Times." Provides information on the event at University Park Hotel at MIT. Cambridge, MA. Includes worksheets.

#### **Folder 15 – Long Range Planning Committee (2004, 1 of 2)**

- 2004, January 13. Pamphlet. "Looking Back, Looking Forward: An Internal Conference for the BHCC Community, and the Third and Final Planning Event in the College's Three-Year Planning Cycle." 2 copies.
- 2004, January 13. Booklet. "Looking Back, Looking Forward: Bunker Hill Community College, Best Practices at BHCC." 8 p. 3 copies.
- 2004, January 13. Document. "Looking Back, Looking Forward: Bunker Hill Community College Best Practices at BHCC Participant List." 3 copies.
- 2004, January 13. Presentation. "The Inevitable Fork: Looking Back...Looking Forward." Tortolani, Paul.
- 2004, January 13. Presentation. "Best Practices for Producing Award-Winning Publications." Hirsh, Caryn and Adele Sicuso. 38 p.
- 2004, January 13. Presentation. "Partnerships for Success: Developing a Seamless Community Network." Bonanno, Jan and Jane Milley. 10 p.
- 2004, January 13. Presentation. "Making 'Smart Rooms' Smart." Myers, Nancy and Adel Hamblett. 6 p.
- 2004, January 13. "Updates in ESL assessment." Rogers, Janice. 3 p.
- 2004, January 13. "Partnering & Collaborating for Student Success." Caulfield, Sharon. 13 p.
- 2004, January 13. "Art Gallery Concert Series Presents Gershwin 101." McLaughlin, Tim. 8 p.
- 2004, March 9. Memo. From: Long Range Planning Committee. To: BHCC College Community. Re: Call for Action Plans. 9 p. 2 copies.
- N.D. Document. "Space Program for Lower Lobby Renovations." Includes a map.

**Folder 16 – Long Range Planning Committee (2004, 2 of 2)**

- 2004, January. "Transforming Bunker Hill Community College: A Report of Progress and Accomplishments." 2 copies.

**Folder 17 – Long Range Planning Committee (2006)**

- 2006, May. Booklet. "Transforming Bunker Hill Community College: Imagine the Possibilities. College Goals and Objectives." 16 p. 2 copies.
- c. 2006. Booklet. "Transforming Bunker Hill Community College: Imagine the Possibilities." 12 p. 3 copies.
- 2009, September. Booklet. "Transforming Bunker Hill Community College: A Report of Progress and Accomplishments." 16 p. 2 copies.

**Folder 18 – Long Range Planning Committee (2010)**

- 2010, January 20. Booklet. "Transforming Bunker Hill Community College 2010." 16 p. 2 copies.

- c. 2010, April. Email. From: Kathleen. To: Bryan Craven. Re: Editing Objective.
- c. 2010, April. Email. From: Jacki Kiddy, Argentina Ramirez, and Patty Short. To: Bryan Craven. Re: Change in wording for college goal.
- 2010, April 26. Email. From: Lori Catalozzi. To: Bryan Craven. Re: Objectives for consideration. Includes a list of six objectives for the Long Range Planning Committee to review. 2 p.
- 2010, April 26. Email. From: Caryn Hirsch. To: Bryan Craven. Re: Adding/editing objective.
- 2010, August. Booklet. "Transforming Bunker Hill Community College 2010-2013: College Goals and Objectives." 19 p. 2 copies.
- 2010. Folder. "Transforming Bunker Hill Community College 2010-2013." Includes:
  - 2010. Agenda. "Transforming Bunker Hill Community College 2010-2013. Agenda." 2 copies
  - 2010. Document. "Transforming Bunker Hill Community College 2010-2013. Goals." 2 copies
  - 2010. Invitation. "Transforming Bunker Hill Community College 2010." 2 copies.
  - 2010. Booklet. "Transforming Bunker Hill Community College 2010-2013, Getting Past Go—The Journey to Completion, Promising Practices for Student Completion: A Toolkit for Success." 2 copies.
  - 2010. Form. "Getting Past Go: The Journey to Completion." 2 copies.

#### **Folder 19 – Long Range Planning Committee (2011-2015)**

- 2014, March 25. Document. "Action Plan (working) Definition."
- 2014, March 26. Document. "Bunker Hill Community College Action Plan Proposed Timeline." 2 copies (the second copy has some handwritten notes on it).
- 2014, November 4. Minutes. Long Range Planning Committee. Includes a copy of an action plans resource request rubric. 2 p.

#### **Folder 20 – Annual Unit Planning**

- c. 2014. Document. "Overview for the 2014-15 AUP Cycle." 8 p.
- 2014, January 15. Agenda. Annual Unit Planning. Includes Agenda, College Long Range Goals, NEASC Standards. 4 p.
- 2014, January 15. Presentation. "Annual Unit Planning: Context, Concept, Reasons, Components, Timeline." 11 p.

- c. 2015. Document. "AUP Workspace Pilot Access – September 16, 2015 to October 12, 2015." Includes a table of names, emails, and access privileges. 2 p.
- 2015, Fall. Document. "Annual Unit Planning – Fall 2015: Timeline, Training Sessions & Access by Unit Users Discussion."
- 2015, September 15. Agenda. AUP Pilot Team Meeting.
- N.D. Document. "College Long-Range Goals." Includes a Unit Planning template and a document on breakout planning sessions. 4 p.
- N.D. Form. Includes a table to input unit plan contributor names.

#### **Folder 21 – Take the Money and Run**

- 2013, January 16. Folder. "Take the Money and Run: BHCC's Long Range Planning Event." 2 copies. Includes:
  - 2013, January 16. Agenda. BHCC's Long Range Planning Event.
  - c. 2013. Document. "2010-2013 Long Range Planning Goals." 3 p.
  - c. 2013. Document. "Bidding Rules."
  - c. 2013. Document. "Ballot." Includes blank voting boxes.
  - c. 2013. Document. "Synopsis of Action Plan Proposals." 5 p.

#### 012.11.02 – Library Committee

- o 1989 and 1999, November 9. "Memo RE: Textbook Orders and Reserve Books,"
- o 1989, February. "Automation and the Bunker Hill Community College Library."

#### 012.11.03 – Graduation Awards Committee

- o N.D. Bylaws.
- o 2002, April 16. Memo. From: Pam Cinelli, Academic & Student Affairs. To: All BHCC Faculty and Staff. Re: Cap & Gown Distribution. Attached is schedule of pick up times were help is needed. 2 pages. 1 copy.

#### 012.11.04 – Technology Summit Planning Committee

- o 2001 Report.

#### 012.11.05 – Budget Committee

### RG012.12 – Ad Hoc Committees and Task Forces

#### 012.12.1 – Governance Committees and Task Forces

#### 012.12.11 – General Education Committee

### **Box 6**

- 1990, Summer. General Education. "A focus for the 90's: Summer 1990 Report for the General Education Task Force." General Education Task Force Sub-Committee. Summer 1990 project. 109 p. 2 copies.
- 1990. "General Education and Higher Education: A Suggested Bibliography, General Education Task Force Summer Project 1990 Sub-Committee." 2 copies.
- 1990, March 5. Memo. From: Brent Bonah. Re: General Education Review. To: President Robertson, Vice President Assar, Dean Richards, Don Matthews, Shirley Cassara and Harriet Hutchinson.
- 1990, March 12. "Task Force on General Education Initial Organizational Meeting." 2 Copies. (Document outlining what the task force will do)
- 1990, March 12. "Agenda for General Education Review Initial Meeting." 2 Copies.
- 1990, April 10. Memo. From: Roger A. Richards. To: S. Allen, B. Bonah, et al. Re: General Education Task Force.
- 1990, April 19. "Agenda for General Education Task Force."
- 1990, May 3. "General Education Task Force: Special Meeting." (Agenda)
- 1990, May 11. Memo. From: Kathleen E. Assar. To: General Education Task Force Members. Re: General Education Program. (Paper about Los Medanos College General Education Review)
- 1990, September 25. Memo. From: Dr. Malinda M. Smutek. To: General Education Task Force Members. Re: Meeting Dates.
- 1990, October 29. Memo. From: Dr. Malinda M. Smutek. To: Department chairpersons and program directors. Re: Round Table Discussions concerning General Education.
- N.D. "General Education Review Questionnaire – Summer 1990."
- N.D. "General Education Task Force: Summer Project." (Recruitment form for summer project: lists objectives, time requirements, stipend and selection process)
- N.D. "Perspectives on General Education and its Assessment: An Interview with John Harris and Jerry Gaff." 2 Copies.
- N.D. "Review of General Education: Questions to be Answered and Procedures to be Considered." 2 Copies.
- 1991, Spring. BHCC General Education. "A focus for the 90's. A foundation." General Education Review Steering Committee. 75 p.
- 1991, Spring. BHCC General Education. "A focus for the 90's. BHCC Community Response to Summer 1990 Report on General Education." General Education Review Steering Committee. 51 p. 2 copies.

- 1991, Summer. BHCC General Education Curriculum. "A Capstone Course." General Education Review Steering Committee. 78 p. (with green text on cover)
- 1991, Summer. BHCC General Education Curriculum. "A Capstone Course." General Education Review Steering Committee. 78 p. (with blue text on cover).
- 1991, Summer. BHCC General Education. "A Curriculum Cornerstone." General Education Review Steering Committee. 62 p. 2 copies.
- 1993, Fall. BHCC General Education. "A Common Experience for Life-Long Learning." General Education Review Steering Committee. 94 p. 2 copies
- 1999, November 9. BHCC General Education. "Update to college Forum." Various pages.
- c. 2000. Report. "General Education Review Statements from Employer Survey." 14 p.
- c. 2000. Report. "General Education Review Statements from Alumni Survey." 14 p.
- 2003, May 12. "General Education Update." 2 pg.
- N.D. "Chronology of General Education Review [1994-2001]." 2 pg.
- 2004, February 19. "Final General Education Implementation Proposal." Submitted to the Curriculum Committee by the General Education Steering Committee.

#### 012.12.12 – Mission Statement Committee

##### **Folder 1 (1990-2001)**

- 1990. Mission and Objectives.
- 2000, January 20. Memo: Draft of Mission Statement
- 2000-2001. College Forum Standing Committee Membership.
- N.D. "Report to the College Community of the Results of Professional Day Survey of BHCC's Current Mission."

##### **Folder 2 (2001-2014)**

- 2013, October 21. Email. From: Tracy L. Deveau. To: Richard Boulware; Patricia J. Brady; Meghan R. Callaghan; Angela R. Case; Liya N. Escalera; Karalynn B. Gau; Lloyd Sheldon Johnson; Khaled Abukhidejeh; Jacqueline Kiddy; Jayne MacPherson; Tua Nefer; Vivica D. Pierre; Maria Kathleen N. Puente; Yenamandra Rao; Ellen M. Schwab; Wick Sloane; Vilma Tafawa; Arlene R. Vallie; Les Warren; Robert L. Whitman. Re: Retreat Work Follow-up corrected version. 2 p.

- 2013, October 31. Email. From: Lloyd Sheldon Johnson. To: Karalynn B. Gau, Jayne MacPherson, Khaled Abukhidejeh, Patricia J. Brady, Lloyd Sheldon Johnson, Liya N. Escalera, Jacqueline Kiddy, Tua Nefer, Les Warren, Yenamandra Rao, Maria Katheen N. Puente, Vilma Tafawa, Meghan R. Callaghan, Wick Sloane, Ellen M. Schwab, Arlene R. Vallie, Vivca D. Pierre, and Richard Boulware. Re: Mission-Vision-Values.
- 2013, December 6. Agenda. BHCC Friday Ad Hoc Committee on Mission, Vision, and Values Statements. 2 copies.
- 2013, December 23. Email. From: Vivica D. Pierre. To: Karalynn B. Gau, Yenamandra Rao, Khaled Abukhidejeh, and Elizabeth R. Fields. Re: Mission, Vision, and Value Statements Friday's Subcommittee. Includes the thread of responses to this email. 6 pages.
- 2014, October. Document. "Mission & Vision." Includes updated mission and vision statements for BHCC. 2 copies.
- N.D. Loose paper. Mission, Vision, and Values statement by Patricia Brady, Meghan Callaghan, Patti-Ann Collins, Jayne MacPherson, Ellen M. Schwab, and Arlene R. Vallie.

#### 012.12.13 – Presidential Search Committee

- N.D. Charge from the BHCC Board of Trustees to the Presidential Search Committee.
- N.D. Presidential Search Committee Reading Group Recording Form.
- N.D. Presidential Search Committee Rotational Reading Group
- 1995, November 2. Memo. Open invitation to join committee.
- 1995, November 22. Memo. The Presidential Search.
- 1995, December 4. Minutes.
- 1996, January. Members.
- 1996. January 9. Memo. The Presidential Search Open Hearings.
- 1996, January 23. Memo. Presidential Search.
- 1996, January 18. Memo. Meeting.
- 1996, February 1. Agenda.
- 1996, February 1. Proposed timeline.
- 1996, February 1. Minutes.
- 1996, February 2. Memo. Meeting.
- 1996, February 7. Memo. Information.
- 1996, February 9. Memo. Revised Presidential Profile.
- 1996, February 14. Memo. To: Stephen Spano. From: Ted Carlson. Re: Meeting.



- 1996, February 16. Memo. Re: Meeting, Minutes for 2-8-96, updated timeline.
- 1996, February 21. Memo. Re: Agenda.
- 1996, March 4. Memo. To: Presidential Search. From: Stephen Spano, Chair. Re: Meeting on 3-7-96 and Minutes of Committee from 2-22-96.
- 1996, March 13. Presidential Search Committee Agenda.
- 1996, March 20. Memo. Announcement.
- 1996, March 26. Minutes.
- 1996, May 2. Proposed timeline
- 1996, June 11. Search Committee.
- 1996, July 22. Memo. July update.
- 1996, August 1. Agenda.
- 1996, August 1. Search Committee.
- 1996, August 15. Memo. July Update - Presidential Search Committee.
- 1996, August 15. Timeline.
- 1996, August 26. Memo. August Update
- 1996, September 26. Memo.
- 1996, September 30. ??.
- 1988. BHCC Presidential Search Committee: Proceedings and Report. 2 copies.
- 1998, April 14. Memo. To: College Forum. From: Carl J. Nelson, Chair, Vice president of the Academic Affairs Search Committee.
- 1996, March 6. Brochure. Presidential Search.
- 1982, May. Guidelines for college and Presidential search and selection procedures.
- 1988. June 24. Memo. From: Lobna Ismail Kronemur To: Larry Garron Chairperson, Ethnic Affairs Committee.

012.12.14 – Affairs Committee [NOT IN BOX. WHERE IS IT?]

- 1988, June 24. Memo. From: Lobna Ismail Kronemur To: Larry Garron Chairperson, Ethnic Affairs Committee.
- 1988, May 26. Memo. From: Lawrence Garron Chairperson, Ethnic Affairs Committee. To: Dean Kathleen Assar.
- 1988, May 26. Memo. From: Lawrence Garron Chairperson, Ethnic Affairs Committee. To: Mr. Robert Gallagher.
- 1988, May 24. Memo. From: James R. Ware. To: BHCC Board of Trustees Presidential Search Committee.
- 1988, May 24. Memo. From: Professor Judith D Burnett. To: BHCC Board of Trustees Presidential Search Committee.

- 1988, April 25. Memo. From: Patricia Marshall To: Dr. Franklyn G. Jenifer, Chancellor Board of Higher Education the Commonwealth of Massachusetts Ethnic Affairs Committee.
- 1988, April 14. Memo. From: Kulimah Nur-Attar. To: Dr. Franklyn G. Jenifer, Chancellor Board of Higher Education the Commonwealth of Massachusetts Ethnic Affairs Committee.
- 1988, April 13. Memo. From: Lawrence Garron. To: Dr. Franklyn G. Jenifer, Chancellor Board of Higher Education the Commonwealth of Massachusetts Ethnic Affairs Committee.
- 1988, April 13. Memo. From: Lawrence Garron. To: Board of Trustees Presidential Search Committee.
- 1988, April 7. Memo. To: Board of Trustees Presidential Search Committee

#### 012.12.20 – Non-Governance Committees and Task Forces

#### 012.12.21 – Academic Computing Committee

- “1993, March 11. Directions in Technology A plan for the future.” Submitted by the Academic Computing Committee. 49 p.

#### 012.12.22 – Developmental Education Task Force

##### 012.12.22.01? – Minutes:

- 2005 “August 22, September 27, October 25, November 22, December 20.”
- 2006 “January 31, February 28, March 28, April 20, June 21, July 26, October 24, December 19.”
- 2006, November 1. “College-Wide Workshops on Developmental Student Issues and College Policies.”
- 2006, November 8. “Should BHCC Developmental Courses be 4-Credits Instead of 3-credits?”

##### 012.12.22.02? – Correspondence & Reports

- N.D., October 11. “Some Thoughts and Questions Regarding the Proposal to Hire 2 Reading Specialists.” Fuller, Deborah.
- 2000, December 1. Memo with enclosures. From: Joanne Manville. To: Advisors. “Spring 2001 – MAT090 Linked Sections Using NSF Materials.” 2 copies.
- 2006, February 28. Memo. From: Emily Dibble. To: DETF. “BHCC, Math Course.”

- 2006, April 3. Email. From: Emily Dibble. To: Professor Gustafson.
- 2006, April 3. Memo with enclosures. From: Emily Dibble. To: Professor Gustafson. "College Level Math Students at BHCC in Fall 2005." 15 p.
- 2005, November 22. "The 1.5 Generation Students." Barrett, Deborah.
- N.D. "Generation 1.5 Students."
- 2006, October 24. "Community College Reading Support Services." Capotosto, Lauren.
- 2006, October 24. "Developmental Education: Mainstreamed vs. Centralized Programs." Capotosto, Lauren.
- 2006, December 19. "Developmental Education: Mainstreamed vs. Centralized Programs." Capotosto, Lauren.

#### 012.12.22.03? – Statistics and Metrics

(This group includes Grade Distributions, Surveys, and Status Reports.)

- N.D. Comparative Statistics. Division of Academic Affairs
- N.D. "Persistence Rates, Fall 2003 Cohort of First-Time, Full-Time, Degree-Seeking Students."
- 2004. "ENG-090 and ENG-095 Grade Distributions, Spring 2001-2004."
- 2006, February. "Massachusetts Community Colleges Developmental Education Survey." 6 versions.
- 2006, March. "Full-time Students Ages 23 and Younger; Health Insurance Waiver, Fall 2000-Fall 2005." Draft.
- 2006, March 28. "Fall-to-Spring Retention, Fall First-time, Full-time, Degree-seeking students, Follow-up Survey: Spring 2006." Created by Emily Dibble and Jan Bonanno.
- 2006, March 28. "Fall 2005 RDG-090 Grade Distribution vs. CPT Score Group."
- 2006, March 28. "Fall 2005 RDG-090 Grade Distribution vs. CPT Score Group." Revised.
- N.D. "FY06 Action Plan Mid-Year Status Report"
- 2005-2006. Report Draft. Developmental Education Task Force.
- N.D. Research-based Support Services.
- 2007. FY07 Comprehensive Action Plan and Budget.
- Grade Distributions
- Mat-090 and MAT-095 (2 copies.)
- RDG-090 and RDG-095 (2 copies.)
- ENG-090 and ENG-095 (2 copies.)

- Developmental Reading Students Progress and Persistence Whole Database.
- Report. FY07 Action Plan Proposals
- Report. FY07 Developmental Education Task Force Action Plan Ideas.

#### 012.12.23 – Individualized Degree Program Committee

- 1983, May 11. Individualized Degree Program Committee Meeting Agenda.
- 1983, May 11. Meeting minutes.
- N.D. Individualized Degree Program Information and Guidelines for Students

#### 012.12.24 – Negotiated Degree Program Committee

- 1982, January 15. “Negotiating a Negotiated Degree Program.” Project proposal by Linda Ostrander.
- 1982, January 10. Memo. Linda Ostrander. Re: Faculty committee for Negotiated Degree Program project.
- 1983, March 14. Memo. Linda Ostrander. Questionnaire for committee members.
- 1983. Committee meeting agenda
  - February 16.
  - March 9, 30.
  - April 13.
  - April 27.
    - 1983. Committee meeting minutes
  - N.D.,
  - February 2.
  - March 2, 9, 30
    - N.D. Questionnaire for Negotiated Degree Program, responses from other colleges and universities.
    - N.D. Program review and evaluation.

#### 012.12.25 – Academic Motivation Committee

- 1984, February 21. Call for first meeting of the Academic Motivation Committee.
- 1984, February 21. “Tabulation of Responses to February 1984 Survey of Nonreturners.”
- 1984, March 6. Minutes, Motivation Committee.
- 1984, April 5. Memo. Jim Whipple. Re: Ad hoc Committee on Academic Motivation. Draft.

- 1984, April 23. Memo. Robert Margolis. Re: information for Motivation Committee. Includes copies of articles.
- 1984, May 2. Memo. Robert Margolis. Re: Committee meeting.
- 1984, April 27. Meeting reminder and agenda for May 1.
- 1985, February 12. Report. Motivation Committee Report. Submitted by: Jim Whipple, Chair, Bob Margolis, Margaret Hempstead, Judy Sanford-Harris, Mary Ann Self, Bob Ross, Art Thompson, Laura Rossi-Le, Marion Boron.

#### 012.12.26 – Scheduling Taskforce

- 1988, December 9. Scheduling Taskforce Report.
- 1989, April. Letter. To: Unspecified Colleague. From: Scheduling Task Force. 2 Copies. (Includes common question and answers about recommendations)
- N.D. “Some Serious Musings on the Willy-Nilly Slide to Schedule Reform,” Siegle, Peter.

#### 012.12.28 – Sabbatical Leave Committee

- 1980, February. Memo. From: Robert T. Carlson. To: President Shively. Re: Recommendation of the Sabbatical Leave Committee. 2 copies.
- 1989, January 23. Memo. From: Mon O’Shea. To: Beverley Anderson, Shirley Dunbar, Michael Puopolo, Lawrence Scott, Mildred Wigon. RE: Sabbatical Leave Committee, AY 1988-89. Includes Sabbatical Leave Process and Schedule for Bunker Hill Community College. 2 p.
- 1989, February 10. Memo. From: Sabbatical Leave Committee (Dr. Beverly Anderson, Dr. Shirley Dunbar, Michael Puopolo, Dr. Lawrence Scott, Mildred Wagon). To: Dr. Roger Richards (Dean of Academic Affairs). RE: Sabbatical Leave Committee Recommendation list. 2 copies.
- 1989, February 10. Memo. From: Mon O’Shea. To: Roger Richards. RE: Deans’ Committee to Review Sabbatical Leave Applications. Includes Sabbatical Leave Process and Schedule Chart and list of prior Sabbaticals. 3 p.
- 1989, February 10. Memo. From: Mon O’Shea. To: Associate Vice President Chisholm, Division Chairpersons Kate Cauble, Jim Ware, and Anne Minton. RE: Supervisor sabbatical recommendation.
- 1989, February 17. Memo. From: Anne M. Minton. To: Dean Richards. RE: Mary Anne Self’s Sabbatical Proposal.
- 1989, February 17. Memo. From: Anne Minton. To: Dean Richards. RE: Mark Diamond’s Sabbatical Proposal.

- 1989, February 21. Memo. From: Kathryn C. Cauble. To: Dean Richards. RE: Sabbatical: A. Vasile. Includes Albert Vasile's Application for Sabbatical Leave and memo from Mon O'Shea to Kate Cauble, Jim Ware, and Anne Minton regarding supervisor sabbatical recommendations. 6 p.
- 1989, March 15. Memo. From: Deans' Committee for Sabbatical Leaves (Deans Nelson, Richards, and Irvin). To: President Piedad F. Robertson and Vice President Kathleen E. Assar. RE: Deans' Committee Sabbatical Recommendations. 2 p.
- 1989, March 15. Memo. From: Deans' Committee for Sabbatical Leaves (Deans Nelson, Richards, and Irvin). To: President Piedad F. Robertson and Vice President Kathleen E. Assar. RE: Deans' Committee Sabbatical Recommendations. Includes Deans' Sabbatical Leave Committee's June 15, 1988 Memo for Spring, 1989 Sabbatical Recommendations. 4 p.
- 1989, May 11. Memo. From: The Sabbatical Committee (Dr. Beverly Anderson; Dr. Shirley Dunbar; Michael Puopolo; Dr. Lawrence Scott; Mildred Wigon). To: Dr. Roger Richards. RE: Candidate Order for Spring, 1990 Sabbatical Leave. 2 copies.
- 1989, May 11. Memo. From: The Sabbatical Committee (Dr. Beverly Anderson; Dr. Shirley Dunbar; Michael Puopolo; Dr. Lawrence Scott; Mildred Wigon). To: Dr. Roger Richards. RE: Candidate Order for Spring, 1990 Sabbatical Leave. Includes committee member votes.
- 1989, Spring. Memo. From: Shirley Dunbar. To: Beverly Anderson; Michael Puopolo; Lawrence Scott; Mildred Wigon. RE: Criteria For Sabbatical Leave. 2 p.
- N.D. possibly 1989. Handout. "Sabbatical Leave Process and Schedule."
- 1990, February 15. Memo. From: Philip Kukura and Sabbatical Leave Committee (Kathleen Elcox; Audrey Mahler; Michael Puopolo; Jill Wickes). To: Dean Roger Richards; Anna Tsakarissianos; Theodore Ridout; Mark Diamond. RE: Recommendations for Sabbatical Leaves. 2 copies.
- 1990, March 13. Memo. From: Sabbatical Leave Deans' Committee (Dean Richards; Nelson; Ross). To: President Piedad F. Robertson. RE: Recommendations for Sabbatical Leaves.
- 1990, April 20. Memo. From: Mon O'Shea. To: Mark Diamond and Theodore Ridout. RE: Sabbatical leave rejection.
- 1990, April 20. Memo. From: Mon O'Shea. To: Anna Tsakarissianos. RE: President Robertson to recommend Sabbatical to Board.
- 1990, April 24. Memo. From: Anne Minton. To: Dean Richards. RE: Mark Diamond's Sabbatical Proposal.
- 1990, May 5. Memo. From: Kathryn C. Cauble. To: Dean Richards. RE: Sabbatical – Ted Ridout.

- 1990, May 14. Memo. From: Philip Kukura and Sabbatical Leave Committee (Kathleen Elcox; Audrey Mahler; Michael Puopolo; and Jill Wickes). To: Dean Richards. Re: recommendations for sabbatical leaves.
- 1990, June 20. Memo. From: Deans' Sabbatical Leave Committee (Roger A. Richards; Carl J. Nelson; Robert G. Ross). To: President Piedad F. Robertson. RE: Recommendations of Committee.
- 1990, November 26. Memo. From: Kathryn C. Cauble. To: Vice President Mon O'Shea. RE: Sabbatical.
- 1991, March 25. Memo. From: Deans' Sabbatical Leave Committee (Roger A. Richards; Judith Sanford-Harris; Carl J. Nelson). To: President Piedad F. Robertson. RE: Sabbatical Leave Recommendation.
- 1991, March 25. Memo. From: Deans' Sabbatical Leave Committee (Roger A. Richards; Judith Sanford-Harris; Carl J. Nelson). To: President Piedad F. Robertson. RE: Sabbatical Leave Recommendation. Includes Theodore Ridout application, endorsement letters from other faculty, and the recommendation from the Sabbatical Leave Committee. 5 p.
- 1991, May 8. Memo. From: The Sabbatical Committee (Jeffrey Bowe; Morgan Chickering; Anna Tsakarissianos; Mildred Wigon). To: Dr. Roger Richards. RE: Candidate Ranking for Spring, 1992 Sabbatical Leave.
- 1991, June 5. Memo. From: Anne Minton. To: Dean Richards. RE: Philip Kukura's Sabbatical Proposal.
- 1991, June 6. Memo. From: Anne Minton. To: Dean Richards. RE: Rudy Bradbury's Sabbatical Proposal.
- 1991, July 1. Memo. From: Deans' Sabbatical Leave Committee (Roger A. Richards; Carl J. Nelson; and Judith Sanford-Harris). To: President Piedad F. Robertson. RE: Recommendations for Spring 1992 Sabbatical Leaves. 2 p.
- 1992, February 14. Memo. From: Mon O'Shea. To: Members of the Bunker Hill Community College Professional Association, MCCC/MTA. RE: Applications for Sabbatical Leaves – Fall 1992 and Spring, 1993.
- 1992, April 7. Memo. From: Sabbatical Leave Committee (Nancy Myers; Mark Diamond; Kathleen Elcox; Marshall Nanis). To: Dean's Committee (Carl Nelson; Susan Dole; and Mon O'Shea) and Applicants (Cynthia Fong; Barbara Masci-Mirabello; Luke Salisbury; Michelle Schweitzer). RE: Rank Order of Sabbatical Leave Applications for Fall 1992 Semester.
- 1992, April 8. Memo. From: R. Michael McSweeney. To: Carl J. Nelson. RE: Sabbatical Leave Recommendations.
- 1992, May 11. Memo. From: Sabbatical Leave Committee (Nancy Myers; Mark Diamond; Kathleen Elcox; Marshall Nanis). To: Dean (s) Committee and

Applicants (Joanne Manville; Barbara Masci-Mirabello; Jennifer Rosser; James O'Brien; Ruth Ivers). RE: Rank Order of Sabbatical Leave Applications for Spring 1993 Semester.

- 1992, May 15. Memo. From: Anne Minton. To: Dean Nelson. RE: Joanne Manville's sabbatical proposal.
- 1992, May 18. Memo. From: Anne Minton. To: Dean Nelson. RE: James O'Brien's Sabbatical Proposal.

#### 012.12.29 – Educational Enrichment Task Force

- N.D. Report of the Educational Enrichment Task Force.

#### 012.12.30 – BHCC Management Team

- 1996, June 28. BHCC Management Team Response to Audit Report.

#### 012.12.31—Affirmative Action Committee

- 1978, October 22. Report. Summary of All Full-Time Employees.
- 1979, June 7. Memo. From: Sheila B. Beyer, Affirmative Action Officer. To: Beverley H. Earle, Director of Affirmative Action. Re: Annual Report 1978-79. Attached: Affirmative Action/Equal Employment Opportunity Program at Bunker Hill Community College.
- Equal Opportunity Regulations.
- N.D. c. 1982. Memo. From: Shirley A. Dunbar. To: Ted Carlson. RE: Ted Carlson appointed chair of Affirmative Action Committee.
- 1982, April 14. Affirmative Action Committee Agenda.
- 1982, March 31. Affirmative Action Committee Meeting Minutes. 2 copies.
- 1982, April 14. Affirmative Action Committee Meeting Minutes.
- 1982, May 12. Affirmative Action Committee Meeting Agenda.
- 1982, May 12. Meeting Minutes. "Affirmative Action Committee Minutes."
- Equal Employment Opportunity Executive Order 11246 As Amended By Executive Order 11375.
- N.D. Designation and Responsibilities of the Affirmative Action/Equal Opportunity Committee. 2 copies.
- N.D. A Joint Resolution from the Academic Affairs and Governance Committees.
- 1982, Fall. Data. Fall 82' Salaries, and Tenure of Full-Time Instructional Faculty, 1982-83 divided by Men/Women.



- 1982, October. Memo. From: Susan Donnelly. To: President Shively. Re: Ethics Statistics. 2 copies.
- 1982, October 18. Agenda/Memo. From: Shirley Dunbar. To: Linda Bergmann, Sheila Beyer, Ted Carlson, Charlotte Devlin, Kathy Elcox, Donna Lacey, Barbara Taylor, James Ware. RE: First Affirmative Action Committee Agenda.
- 1982, November 8. Meeting Minutes. "Minutes of Affirmative Action Committee."
- 1982, April 18. Fortune. Affirmative Action is Here to Stay.
- 1982, November 15. Memo. From: Mon O'Shea. To: Ted Carlson, Chairman, Affirmative Action Committee.
- 1983, January 30. Boston Globe. NEA supports affirmative action.
- N.D. Memo. To: President BHCC, Board of Regents, Affirmative Action Officers of each Community College.
- 1982, December 13. Minutes of Affirmative Action Committee. 2 copies.
- 1983, March 7. Minutes of the Affirmative Action Committee. 2 copies.
- 1983, March 14. Memo. From: Bunker Hill Community College, Affirmative Action Committee. To: Board of Regents. Re: Equity Study.
- 1983. Report. State Office of Affirmative Action Annual Report.
- 1983, April 28. Report. [Minority Statistics].
- 1983, February 10. Memo. From: Alan M. Saval. To: Ted Carlson, Chairperson, Affirmative Action Committee. Re: Committee Meeting Minutes and The Faculty & Staff Newsletter.
- 1983, April 11. Affirmative Action Committee Meeting Minutes. 2 copies
- 1983, March 14. Memo. From: Bunker Hill Community College, Affirmative Action Committee. To: Board of Regents. Re: Equity Study. 2 copies.
- 1983, March 14. Memo. From: Ted Carlson, Chairperson, Affirmative Action Committee. To: Dean Saval. Re: Installation of a Money Changer in Library Area. 2 copies.
- 1983, March 14. Memo. From: Affirmative Action Committee. To: President Shively. Re: Goals/Activities for Affirmative Action Committee. 2 copies.
- 1983, March 22. Memo. From: Alan Saval. To: Ted Carlson, Chairperson, Affirmative Action Committee. Re: Money Changer in Library.
- 1983, February 25. MTA Today. "NEA says news stories on affirmative action were 'misleading.'"
- 1983, December 12. Memo. From: President Shively. To: Ted Carlson, Covener, Anne Maries Chiaraluce, Kathleen Elcox, David Grayer, Linda Ostrander, Ruth Sherman, Janice Thomas. Re: BHCC Affirmative Action Committee.

- 1984, January. Report. Composition of Departments by Ethnicity and Sex.
- 1984, January 17. Minutes. Administrative Staff Meeting.
- 1984, February 8. Flyer. Affirmative Action Committee meeting announcement from Ted Carlson.
- 1984, February 28. Report. 1979-1984 Day Division Minority Student Enrollment.
- N.D. Affirmative Action Distribution List.
- 1984, March 8. Memo. From: Janice Thomas, Co-Chairperson. To: Members of the Affirmative Action Committee. Re: List of Agencies for Minority Pool.
- 1984, March 22. Memo. From: Sheila B. Beyer. To: Ted Carlson. Re: Affirmative Action Statistical Report by Department.
- 1984, April 2. Minutes. Affirmative Action Committee.
- 1984, April 19. Letter. From: Janice Thomas, Co-Chairperson. To: Richard Janey, Equal Opportunity Program Manager. Re: Thank you Note.
- 1984, October 24. Memo. From: Sheila B. Beyer. To: Ted Carlson. Re: A.A. Committee. Attached: Summary of Fall '84 Hirings and Annual Status Report of Affirmative Action Employment Opportunity Program at Bunker Hill Community College.
- 1984, October 25. Memo. From: Sheila B. Beyer, Affirmative Action Officer. To: All Members of the Affirmative Action Committee. Re: Attached memo to President Shively from Ruth Sherman. Attached: Letter. From: Ruth Sherman. To: President Shively. Re: Recommendations for Affirmative Action.
- 1983-1985. Report. Summary of Affirmative Action Goals for Bunker Hill Community College.
- 1984, July 24. Memo. From: Sheila B. Beyer, Assistant to the President/Affirmative Action Officer. To: All Members of the Bunker Hill Community College Community. Re: "Commonwealth of Massachusetts Community Colleges Affirmative Action Plan" dated January 1984. Attached: Affirmative Action Plan, January 1984.
- 2000, August 10. Report. "Bunker Hill Community College: Training for Affirmative Action Committee." Musiker, Jean A. Includes a workplace diversity article. 17 p.
- 2000, September 12. Agenda. "Affirmative Action Task Force."

012.12.32— Assessment/Placement Task Force, Student Intake Process

- 1989, February 9. Memo. From: Dr. Kathleen E. Assar. To: Assessment/Placement Task Force Members. Re: Student Intake Process Task Force Composition.

012.12.33 — President's Climate Commitment Committee

- 2012, October 2. Agenda. President's Climate Commitment and Sustainability Committee.
- 2014, March 4. Agenda. President's Climate Commitment Committee Meeting.

012.12.34 — General Concentration Committee

- 2008, May 29. Report. "General Concentration Self-Study Report." The General Concentration Review Committee (Griffin, Bill; Mapstone, Kathryn; Akillian, Phyllis; Celis, Roger; Dunphy, Libby; Massaro, Sandro; McLaughlin, Tim; Mhlaba, Len; Rao, Venkat; Reeves, John; Shute, Alan). 45 p.
- 2009, April 10. Document. "Massachusetts Department of Higher Education – Transfer Program Administration." Includes a list of universities that BHCC students can transfer to through MassTransfer and the transfer requirements. 2 p.
- c. 2011-2012. Data. "Bunker Hill Community College General Concentration Majors Spring 2010, Fall 2010, Spring 2011 & Fall 2011 – Summary of Educational Goals, Demographics, GPA & Transfer to Four Year Institutions." 3 p.
- c. 2011-2012. Data. "Bunker Hill Community College General Concentration Analysis by Cohorts by First-Term-Enrolled at BHCC: Fall 2008 - Fall 2011." Includes data on cohort demographics, retention rate, GPA, and graduation rate. 6 p. 2 copies.
- c. 2013. Document. "Associate in Arts Degree: General Concentration." Includes a chart taken from the college catalog that displays the requirements for the General Concentration degree.
- c. 2013-2014. Data. "Bunker Hill Community College Accuplacer Placements: Fall 2013 First Enrolled Term Students." 2 copies (one has an extra table).
- 2014, April 2. Minutes. General Concentration Ad Hoc Committee. 2 p.
- 2014, April 16. Minutes. General Concentration Ad Hoc Committee. 2 p.
- 2014, May 7. Minutes. General Concentration Ad Hoc Committee. 2 p.
- 2014, May 30. Report. "General Concentration Ad Hoc Committee Report." By General Ad Hoc Committee members. 13 p.
- c. 2014. Data. "Fall 2009 to Spring 2014 – First Term Enrolled General Concentration Students. Top 10 Course Pairings by Headcount & Proportion of Students Successfully Completing Both Courses." 10 p.

- c. 2014. Data. "Fall 2009 To Spring 2014 – All General Concentration Students. Top 20 Course Pairings by Headcount & Proportion of Students Successfully Completing Both Courses." 10 p.
- N.D. "A Brief Summary of the General Concentration Cohort Tracking Analyses." 2 p.
- N.D. Data. "Bunker Hill Community College Fall 2007 First-Term Enrolled General Concentration Cohort Completed 15+ College Level Credits in First 12 Months Cohort Tracking Over Six Years." 8 p.
- N.D. Data. "Bunker Hill Community College Fall 2007 First-Term Enrolled General Concentration Cohort College Ready Cohort Tracking Over Six Years." 20 p.
- N.D. Data. "Bunker Hill Community College Fall 2007 First-Term Enrolled General Concentration Cohort Enrolled Full-time At Least 2 Of First 4 Terms Cohort Tracking Over Six Years." 7 p.
- N.D. Email. From: Karalynn B. Gau. To: Jennifer Cohn. Re: General Concentration Data Sets. 2 p.
- N.D. Document. "Incoming MassTransfer Block." Includes a chart on the back about how the General Concentration program at BHCC applies to MassTransfer. 2 p.
- N.D. Document. "General Education Requirements." Includes an overview of the courses that fulfill the six required areas. 2 p.
- N.D. Report. "General Concentration Ad Hoc Committee Report." General Concentration Committee. Includes notes and suggestions in the margins. 9 p.

#### 012.12.35 — Ellucian and Datatel Users Group

- 2006, October 5. Minutes. Datatel User's Group. 2 p.
- 2011, February 24. Agenda. DUG Meeting Agenda. Includes calendars for February through May. 5 p.
- 2011, April 7. Agenda. Datatel User's Group. Includes calendars for April through July and handwritten notes on the agenda. 5 p.
- 2011, May 19. Agenda. Datatel Users Group.
- 2011, June 2. Agenda. Datatel Users Group. Includes calendars for June through September and handwritten notes on the agenda. 5 p.
- 2011, June 16. Agenda. Datatel Users Group. Includes calendars for June through September and handwritten notes on the agenda. 5 p.
- 2011, July 27. Agenda. Datatel Users Group. Includes calendars for July through October and handwritten notes on the agenda. 5 p.

- 2011, August 25. Agenda. Datatel Users Group. Includes calendars for August through November and handwritten notes on the agenda. 5 p.
- 2011, October 6. Agenda. Datatel Users Group. Includes handwritten notes on the agenda.
- 2011, November 3. Agenda. Datatel Users Group.
- 2011, December 12. Agenda. Datatel Users Group. Includes handwritten notes on the agenda.
- 2012, February 23. Agenda. Datatel Users Group. Includes handwritten notes on the agenda.
- 2012, March 8. Agenda. Datatel Users Group. Includes handwritten notes on the agenda.
- 2012, May 5. Agenda. BHCC Ellucian (Datatel) User's Group.
- 2012, May 17. Agenda. Ellucian Users Group.
- 2012, December 13. Agenda. Ellucian Users Group.
- 2014, February 6. Agenda. Ellucian Users Group. 2 p.
- 2014, June 14. Agenda. Ellucian Users Group.

#### 012.12.36 — Climate Action Committee

- 2011, May 3. Presentation. "Puravida: Pure Life, Pure Health, Pure Water." Wolff, Paul; Cooney, Jim; Mauran, Brent. Includes data and images from the Pura Vida company. 24 p.

#### 012.12.37 — Assessment, Planning, and Accreditation Software Search Team

- 2015, March 12. Document. "System Search: Planning, Assessment & Accreditation Tool." Drafted by the Office of Institutional Effectiveness. 4 p. 2 copies.
- N.D. Report. "Assessment, Planning, & Accreditation System Search." Includes summaries of committee proceedings and recommendations. 4 p.

#### 012.12.38 — Administrative Committee for Technology (ACT)

- 2015, February 4. Agenda. Administrative Committee for Technology.
- 2015, March 5. Minutes. Administrative Committee for Technology. Includes a list of committee members. 3 p.

#### 012.12.39 — Colleague Optimization Group and Colleague Users Working Group

- 2016, January 29. Agenda. Colleague Optimization Group.
- 2016, March 25. Agenda. Colleague Optimization Group.
- 2019, October 17. Agenda. Colleague Users Working Group. Includes a recommendations worksheet from the Holistic Student Support Redesign committee. 3 p.

012.12.40 — CROA Steering Committee/Technology Team

- 2014, November 18. Agenda. CROA Technology Team.
- 2015, January 8. Agenda. CROA Steering Committee. Includes two documents reviewing committee recommendations and an email thread on Dashboard suggestions. 6 p.
- 2015, January 15. Agenda. CROA Steering Committee. Includes a post-it note with a member's phone number.
- 2015, February 15. Agenda. CROA Steering Committee.
- 2015, Marh 24. Document. "CROA Task List." 2 p.
- 2015, March 30. Agenda. CROA. Includes a schedule with due dates for action items.
- 2015, March 31. Minutes. CROA Functional Team Discussion and Timeline.
- 2015, April 8. Agenda. CROA Functional Team. Includes handwritten notes and screenshots from Ellucian. 6 p.
- 2015, June 4. Email. From: Daniel Horlander. To: Sally A. Buckley. Re: CROA Steering Committee. Includes forwarded emails about technical issues with Ellucian and CROA, a document on Ellucian metrics, and a schedule for CROA mentorship sessions. 15 p.
- 2015, November 4. Agenda. CROA Steering Committee. Includes a copy of the CROA Dashboard project plan. 6 p.
- 2015, December 7. Agenda. CROA Steering Committee.
- 2015, December 7. Minutes. CROA Steering Committee.
- 2015, December 15. Minutes. CROA Functional Team Meeting Notes.
- 2015, December 22. Agenda. CROA Steering Committee.
- 2016, January 13. Agenda. CROA Steering Committee Meeting. Includes the minutes from the December 22 meeting. 2 p.
- 2016, January 13. Minutes. CROA Steering Committee Meeting. Includes a schedule. 4 p.
- 2016, January 26. Agenda. CROA Steering Committee.
- 2016, February 11. Agenda. CROA Steering Committee. Includes a document review the BHCC Standard Operating Procedure, a CROA data request sheet, and a schedule. 7 p.
- 2016, March 24. Agenda. CROA Steering Committee.
- 2016, August 11. Agenda. Colleague Reporting and Operating Analytics (CROA) Steering Committee.
- N.D. Document. This document explains the action items for the CROA committee and the members assigned to these tasks. 4 p. 2 copies.

012.12.41 – BHCC LifeMap Taskforce

- 2015, January 29. Agenda. BHCC LifeMap Taskforce.

012.12.42 – Ad Hoc Committee on Liberal Arts

- 1984, March 2. Memo. From: Steve Harper. To: Linda Ostrander; Ted Carlson; Steve Harper; Harriet Hutchinson; Phil Kukua; Roger Richards; Charles Self. RE: L.A. Program Revision. 3 p.
- 1984, March 15. Memo. From: Steve Harper. To: The New Committee on the Liberal Arts Program: Linda Ostrander, Ted Carlson [Chairperson], Steve Harper, Harriet Hutchinson, Phil Kukura, Roger Richards, Charls Self. RE: L.A. Program Revision. 2 p.
- 1984, April 9. Memo. From: Steve Harper. To: Ad Hoc Committee on Liberal Arts. RE: L.A [Liberal Arts] Advising Handbook. 5 p.
- 1984, May 21. Report. “Report of the Ad hoc Committee on Liberal Arts” (Liberal Arts Program Recommendations). Submitted to Kathleen Assar. Created by Ad Hoc Committee (Ted Carlson, Steve Harper, Harriet Hutchinson, Phil Kukura, Roger Richards, Charles Self, Linda Ostrander). 5 p.

012.12.43 – Institutional Diversity & Inclusion Advisory Committee and the Campus Climate Survey Committee

- 1998, January 28. Memo. From: Mary L. Fifield, President. To: All Faculty and Staff. Re: College Climate Survey. Includes a copy of AACC’s statement on inclusion, a related email, and the survey. 21 p.
- 2000, August 8. Memo. From: Emily Dibble, Executive Dean of Institutional Effectiveness. To: Mary Fifield, President. Re: Organizational Climate Survey. 2 p.
- 2000, Fall. Report. “Campus Climate Survey Fall 2000 Faculty/Staff.” Dibble, Emily. Includes the results of the survey and an analysis of the data. 18 p.
- 2000, December. Memo. From: Pelonomi Khumoestile-Taylor, Chair of the Institutional Diversity & Inclusion Advisory Committee. To: Faculty and Staff. Re: Campus Climate Survey. Includes a copy of the survey. 3 p.
- 2002, June 4. Email. From: Dibble, Emily. To: Eric Richards, Chair of the Campus Climate Survey Committee. Re: “Results of the Student Climate Survey and Overview.” Includes copy of survey, list of comments/quotes from students, and analyses of results. 9 p.
- 2002, July 1. Letter. From: Rob Tassinari, TransAction Associates. To: Emily Dibble. Re: Student Climate Survey. Includes copies of the survey results. 2 copies.
- N.D. Document. “Institutional Diversity & Inclusion Advisory Committee Charge.”

012.12.44 - Ad Hoc Committee on Retention

- N.D. Memo. From: The Ad Hoc Committee on Retention (Joe Marron [chairperson], Linda Ostrander, Phil Kukura, Marty McGlynn). To: President Shively. RE: Recommendations for Improving Retention within the Liberal Arts Program and Student Activities. 3 p.

#### 012.12.45 – Equity Working Group

- 2019, September 4. From: Adrea Hernandez. To: David Leavitt. Re: HEDS Diversity and Equity Campus Climate Survey. Includes two other emails from the thread.
- c. 2019-2020. Document. “Equity Working Group HEDS Survey Administration 2019/2020.” Includes sample questions from the survey and a handout on supplemental questions. 20 p.
- 2020, January. Report. “Communication Plan for BHCC Campus Climate Survey to Advance Equity, Diversity, and Inclusion.” Submitted to the Equity Working Group and President Eddinger. Integrated Marketing and Communications. 4 p.

#### 012.12.46 – U.S. Department of Labor American Recovery and Reinvestment Act (ARRA) Health Care Training Proposal Planning Group

- 2009, September 18. Agenda. USDOL ARRA Health Care Training Proposal Planning Group Meeting.
- N.D. Document. “ARRA Health Care Sector and Other High Growth and Emerging Industries Partnership Agreement and Statement of Commitment.” Includes an overview of the agreement and a signature section. 2 p.
- N.D. Document. “Overview for DOL Proposal Bunker Hill Community College.” 5 p.

#### 012.12.47 – Enrollment Team and Strategic Enrollment Management Team

- 2018, April 10. Agenda. Enrollment Team Meeting. Includes a copy of one of the meeting’s handouts: the Integrated Marketing & Communications department’s Summer and Fall campaign overview document. 5 p.
- 2018, June 19. Agenda. Enrollment Team Meeting.
- 2018, October 16. Agenda. SEM Team Meeting. Includes a copy of retention data that was reviewed at the meeting. 3 p.
- 2019, March 19. Agenda. SEM Team Meeting. Includes a handout on persistence between Fall 2016 and Fall 2018, a timeline document, and a data page on students who withdrew. 9 p.

#### 012.12.48 - Miscellaneous Committee/Task Forces Materials

- N.D. BHCC Authenticity Steering Committee Mission. 2 copies.



- N.D. Post “Toward Authenticity” Workshop Task Force creation. 2 copies.

#### 012.12.49 - Commission on English Language Program Accreditation Steering Committee

- 2019. PowerPoint Presentation. “Commission on English Language Program Accreditation first meeting.” 16 p.
- 2019, April 26. Agenda. “CEA Accreditation First Meeting Agenda.”
- 2019, May 16. Agenda. “CEA Accreditation Second Meeting Agenda.”
- 2019, May 16. PowerPoint Presentation. “May 19 Commission on English Language Program Accreditation meeting slides.” 21 p.
- 2019, June 13. Agenda. “CEA Accreditation Second Meeting Agenda.”
- c.2019. Document. “CEA Self-Study Coordinator at Bunker Hill Community College Role and Responsibilities.” 3 p.
- c.2019. Document. “Committee Chair and Members for CEA Self-Study at Bunker Hill Community College Role and Responsibilities.” 3 p. 2 copies.
- c.2019. Document. “Plan for the Self-Study for Initial Accreditation.” 6 p.
- 2019, July 1. Report. “Final Report-Assessment of Intensive English Program.” Submitted by Bruce Rindler. 13 p.
- c.2019. Document. Standard 8: Administrative and Fiscal Capacity Responses. 4 p.
- 2019, September 19. Agenda/Meeting Materials. CEA Accreditation Steering Committee Meeting Agenda with Materials from meeting. 38 p.
- c. 2019. Document. Individual Standard chart. 4 p.
- c.2019. Document. Administrative and Fiscal Capacity Standard 4: Professional Development.
- 2019, September 18. Document. Facilities, Equipment and Supplies Standard 1. 5 p.
- c.2019. Document. Student Services Standard 4. 4 p.
- N.D. Document. Mission for BHCC and Intensive English Language Program.

#### RG012.13 – Task Force Reports

##### **Box 4**

Charlestown High School / Bunker Hill Community College Task Force report on:

- 1975, September. Educational enrichment. 34 p.
- 1975, September. Business and electrical programs. 102 p.
- 1975, September. Learning center and developmental skills. 80 p.
- 1975, September. Career exploration. 45 p.
- 1975, September. Human relations. 62 p.
- 1994-1996. Greater Boston Urban Education Collaborative. English Task Force: pilot Courses for Pre-freshman and freshman English. 133 p. -- MISSING

\*\*\*REVIEW & Integrate Following Categories as Necessary

- Academic Computing Committee – one folder in box 3 w/curriculum committee records)
  - Student Government Association
  - Task Forces and Committees

**RG013 – Grant Records**

**Box 1**

**RG013.01 – Mini-Grants Paperwork by Year**

**013.01.1 – 1994**

- 1994, August 26. Memo. From: Kathleen E. Assar Vice President Academic and Student Affairs. To: President Stikes, Brian Corpening, Executive Assistant. Re: Dr. Meagher's Academic Mini-grant Project.

**13.01.2 – 1996**

- 1996. "Academic Recess Minigrant Program." 2 Copies. (Program Guidelines, Blank Application Forms)
- 1996. Memo. From: KCCuo. To: Paul Rivers. Re: FYI - Boston Schools 636 monies have been distributed in the following ways..."
- 1996, May 15. Memo. From: Mini-grant Committee. To: Mini-grant award recipients. Re: Mini-grant award recipients.
- 1996, May 15. Letter. From: James Ware. To: Judy Lindamood. (Letter awarding a Mini-grant)
- 1996, May 15. Letter. From: James Ware. To: Phillip Kukura. (Letter awarding a Mini-grant)
- 1996, May 15. Letter. From: James Ware. To: Dr. Lawrence Scott. (Letter awarding a Mini-grant)
- 1996, May 17. Letter. From: James Ware. To: Becky Briggs. (Letter awarding a Mini-grant)
- 1996, May 28. Memo. From: Paul Rivers. To: Meg Concannon. Re: Recipients of Summer Session Mini-grants.
- 1996, September 10. Memo. From: Paul Rivers. To: Jim Ware. Mini-Grant Scheduling.
- 1996, December 9. Memo. From: David Massey. To: Paul Rivers. Re: My Current MiniGrant Application.
- 1996, December 11. Memo. From: Paul Rivers. To: Jim Ware. Re: Mini-Grant Awards. 2 Copies.
- 1996, December 18. Memo. From: Joan Brenner and Bill Griffin. To: Paul Rivers. Re: Academic Mini-grant (Winter 1997)

### 013.01.3 – 1997

- 1997. "Payroll Action Form 'B.'"
- 1997, March 21. Memo. From: Minigrant Committee. To: Full-Time Faculty. Re: Summer Session Minigrant Opportunities.
- 1997, May 14. Memo. From: Mini-grant committee. To: President Fifield. Re: Academic Recess Mini-grant Recipients.
- 1997, May 24. Memo. From: Paul Rivers. To: Janet Sortor. Re: Summer Mini-grant Awards.

### 013.01.4 – 1998

- 1998. Document. "International Education Mini-Grant Program." 1 p double-sided
- 1998, February 10. Memo. From: Tom Wylie. To: Members of the Mini Grant Committee [Paul Rivers, Bill Sakamoto, Richard Boulware, Marjorie Langway, Meg Concannon]. RE: Meeting confirmation and substitute proposal for Shirley Cassara. Includes NISOD proposal from Shirley Cassara and memo from Shirley Cassara to Tom Wylie regarding the proposal. 6 p.
- 1998, February 17. Memo. From: Tom Wylie. To: Jim Ware. Re: Recommendations of the Mini-Grants Committee.
- 1998, February 24. Letter. From: James Ware. To: Shirley Cassara. (Letter awarding a Mini-grant)
- 1998. Document. "Bunker Hill Community College Summer 1998 Minigrant Program Program Guidelines." Includes Application Form. 4 p. 2 copies.
- 1998, May 10. Letter. From: Minigrant committee [Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway, Diane Puopolo, Bill Sakamoto]. To: Becky Briggs. RE: Perkins Mini-Grant Awarded. 2 copies.
- 1998, May 10. Letter. From: Minigrant committee [Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway, Diane Puopolo, Bill Sakamoto]. To: Arthur Centani. RE: Perkins Mini-Grant Awarded. 2 copies.
- 1998, May 10. Letter. From: Minigrant committee [Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway, Diane Puopolo, Bill Sakamoto]. To: Tom Chuda. RE: Perkins Mini-Grant Awarded. 2 copies.
- 1998, May 11. Letter. From: James Ware. To: Albert Koch. RE: Perkins Mini-Grant Awarded.
- 1998, May 11. Letter. From: James Ware. To: Terri Sullivan. RE: Perkins Mini-Grant Awarded.

- 1998, May 11. Letter. From: James Ware. To: Rita Frey. RE: Perkins Mini-Grant Awarded.
- 1998, May 11. Letter. From: James Ware. To: Bob Steeper. RE: Perkins Mini-Grant Awarded.
- 1998, May 11. Letter. From: James Ware. To: Allen Shute. RE: Perkins Mini-Grant Awarded.
- 1998, May 11. Letter. From: James Ware. To: Michael Puopolo. RE: Perkins Mini-Grant Awarded.
- 1998, May 11. Letter. From: James Ware. To: Donna Misrati. RE: Perkins Mini-Grant Awarded.
- 1998, May 11. Letter. From: James Ware. To: Jim Miller. RE: Perkins Mini-Grant Awarded.
- 1998, May 11. Letter. From: James Ware. To: Judy Lindamood. RE: Perkins Mini-Grant Awarded.
- 1998, May 18. Letter. From: Jim Ware. To: Deborah Westaway. RE: Awarding Mini-Grant. 2 copies.

#### **013.01.5 – 1999**

- 1999. Document. "Summer 1999 Mini Grant Policies and Procedures." 3 p.
- 1999. Report. "Summer 1999 Mini-Grant Committee Report." (Includes Budget Summary and 14 Proposals)
- 1999, September 30. Memo. From: Richard W. Boulware. To: Vice President Ortiz. Re: Minigrants. (Summer Minigrants)
- 1999, December 6. Memo. From: Richard W. Boulware. To: Linda Weinstein. Re: Summer 1999 Minigrants

#### **013.01.6 – 2001**

- 2001. Mini-Grant Stipend Program Application. 2 Copies (Includes Policies, Procedures, and Blank Application)

#### **013.01.7 – 2007**

- 2007, November 14. Letter. From: Charles Abasa-Nyarko, Ph. D. To: Guixia Yin. (Letter Awarding a Mini-grant, includes copy of proposal)

### RG013.02 – Mini-Grant Proposals and Reports

#### **013.02.1 – 1994**

- 1994. Mini-Grant Project Report. "Paired Teaching: Introduction to Business / Advanced ESL Speaking." (Rivers, no first name found)
- 1994, August 24. Mini-Grant Project Report. "Literature and Society: Multicultural Diversity." Meagher, John. (Includes a letter to the Academic Minigrant Committee introducing the report)

#### 013.02.2 – 1995

- 1995, August 31. Mini-Grant Project Report. "The Development and Implementation of a Clinical Liaison Program Within the Community." Riordan, Mary P.
- 1995, December 5. Minigrant Program Proposal Application. "Developing a CD Computer Concepts Presentation and Delivery System for CMP 105." Puopolo, Michael T.
- 1995, December 6. Minigrant Program Proposal Application. "Building Bridges at BHCC: exploring the diverse student body." Klayman, Richard.
- 1995, December 6. Minigrant Program Proposal Application. "Continuation of the development and implementation of the clinical liaison program." Riordan, Mary P.
- 1995, December 12. Minigrant Program Proposal Application. "Improving the writing skills of Criminal Justice majors." Aluise, Gloria A.
- 1995, December 13. Minigrant Program Proposal Application. "Installing a fiber optic backbone and internet node, finding new software for the college." Bradbury, R.A.
- 1995, December 13. Minigrant Program Proposal Application. "Creating a faculty resource center." Oleks, Judith.
- 1995, December 14. Minigrant Program Proposal Application. "Redoing modules for ESL 081." Fong, Cynthia.
- 1995, December 14. Minigrant Program Proposal Application. "Reevaluation of the Home Studies program to incorporate the internet." Scott, Dr. Lawrence.

#### 013.02.3 – 1996

- 1996. Mini-Grant Project Report. "Report on Minigrant to Investigate Some of the Resources on the Internet to See to What Extent They Might be Useful to Faculty." Bradbury, Rudy.
- 1996. Mini-Grant Project Report. "Computer Laboratory Workshops designed for Students Studying the C++ Programming Language at Bunker Hill Community College." Oleks, Judith.

- 1996. Minigrant Program Proposal Application. "Proposal for Additional Music Audio-Visual and Optical Character Recognition Equipment for the Department of Music at Bunker Hill Community College." Shore, Stephen M.
- 1996, April 28. Minigrant Program Proposal Application. "Reevaluation of the Home Studies Program." Scott, Dr. Lawrence. 2 Copies.
- 1996, April 29. Minigrant Program Proposal Application. "Establishing a transition course between Advanced ESL and Early Childhood Development Program." Lindamood, Judy B. 2 Copies.
- 1996, May 1. Minigrant Program Proposal Application. "Establishing two mentoring forums." Klayman, Richard. 2 Copies.
- 1996, May 1. Minigrant Program Proposal Application. "Creating workshops to help programming students." Oleks, Judith.
- 1996, May 1. Minigrant Program Proposal Application. "Implementation of a new Computer Science course, CMP 117, The Internet." Puopolo, Michael T. 2 Copies.
- 1996, May 2. Minigrant Program Proposal Application. "Reworking HIS 101 and HIS 102." Crane, Janet. 2 Copies.
- 1996, May 2. Minigrant Program Proposal Application. "Merging the College writing course with available interactive IBM computer programs." Bonah, Brent. 2 Copies.
- 1996, May 2. Minigrant Program Proposal Application. "Creating handouts and video demonstrations for Microsoft Windows and Word." Briggs, Becky. 2 Copies.
- 1996, May 2. Minigrant Program Proposal Application. "Working on a National Science Foundation (NSF) Grant Application." Schoenfeld, Dr. Nancy.
- 1996, May 3. Minigrant Program Proposal Application. "Creating a guide to help students with research projects, using the library and research materials." Meagher, John.
- 1996, May 15. Letter. From: James Ware. To: John Meagher. (Letter awarding a Mini-grant)
- 1996, July 30. Mini-Grant Project Report. "Early Childhood Development for Advanced ESL Students." Lindamood, Judy B. (Includes Letter to Paul Rivers from Judy Lindamood introducing the project)
- 1996, October 24. Minigrant Program Proposal Application. "Developing materials for self-paced modular testing." Chisholm, Charles J.
- 1996, November 22. Minigrant Program Proposal Application. "Develop and implement internet modules for CMP095 and CMP 105 and modify/update CMP 117." Puopolo, Michael T.

- 1996, November 26. Minigrant Program Proposal Application. "Writing material for the ALA CD-rom." Frey, Rita.
- 1996, November 28. Minigrant Program Proposal Application. "Redesigning GEO503-ES to Introduction to Physical Geopgrahy (GEO 103)." Massey, Dr. David and Dr. Janet Crane.
- 1996, December 2. Minigrant Program Proposal Application. "Developing a computerized component to ART217." Carlson, Ted.
- 1996, December 3. Minigrant Program Proposal Application. "Creating a learning skills program for Health Science Professions students to improve study and test-taking skills." Misrati, Donna.
- 1996, December 4. Minigrant Program Proposal Application. "Development of Stimulation Laboratory Manual for NSE 101 and NSE 102." Zabriskie, Anne M.
- 1996, December 5. Minigrant Program Proposal Application. "Using ALA authoring system to convert articles to computerized form for students." Fong, Cynthia.
- 1996, December 5. Minigrant Program Proposal Application. "Restructuring a Sociology course for internet utilization." Scott, Dr. Lawrence.
- 1996, December 6. Minigrant Program Proposal Application. "Developing demonstrations to reinforce scientific principles and mathematic relationships using graphing calculators, data collection systems and external sensors." Brenner, Joan H. and G. William Griffin.
- 1996, December 7. Minigrant Program Proposal Application. "Designing interactive exercises and tests for ESL listening classes, ESL 082A." Shute, Alan. 3 Copies.

#### 013.02.4 – 1997

- 1997. Mini-Grant Project Report. "Integrating Internet in Macroeconomics." Gupta, Dr. Sharda
- 1997. Mini-Grant Project Report. "Introduction to Management in the Hospitality Industry." Miller, James A.
- 1997. Mini-Grant Project Report. "VITA Home Page." Vaccaro, John L.
- 1997, January 22. Mini-Grant Project Report. "Enhancing Physics and Chemistry courses by integrating new demonstrations and graphing calculator laboratory work." Brenner, Joan H. and G. William Griffin. (Includes a memo introducing the report)

- 1997, February 2. Minigrant Program Proposal Application. "Creating an infrastructure to introduce GIS into courses." Massey, David. 2 Copies. (Includes a photocopied note)
- 1997, March 21. Memo. From: Minigrant Committee. To: Full-time faculty. Re: Summer session minigrant opportunities. 2 Copies.
- 1997, April 22. Minigrant Program Proposal Application. "Write study guides and record video tapes to help students learn difficult mathematics topics." Gross, Herbert I. 2 Copies.
- 1997, April 25. Minigrant Program Proposal Application. "Writing a document that describes necessary elements for on-site learning." Klayman, Richard.
- 1997, April 25. Minigrant Program Proposal Application. "Implementing changes to CMP 105." Puopolo, Michael T. 2 Copies.
- 1997, April 28. Minigrant Program Proposal Application. "Developing lectures on instructing students in note taking skills." Frey, Rita. 2 Copies.
- 1997, April 29. Minigrant Program Proposal Application. "Restructuring and redesign of Sociology/Reading Course to incorporate the internet." Scott, Dr. Lawrence. 2 Copies.
- 1997, May 1. Minigrant Program Proposal Application. "Broadcasting PSY103 Psychology of Personality and Adjustment." Cassara, Shirley. 2 Copies.
- 1997, May 1. Minigrant Program Proposal Application. "Development of software that tutors and test students on memory management." Delta, Hariklia. 2 Copies.
- 1997, May 1. Minigrant Program Proposal Application. "Creating a brochure about the Graphic Art & Visual Communication and Media Technology Departments and Programs." McGlynn, Courtney. 2 Copies.
- 1997, May 1. Minigrant Program Proposal Application. "Assignment sequence to prepare students of English 112 with critical thinking skills." Oliveri, Natalie. 2 Copies.
- 1997, May 1. Minigrant Program Proposal Application. "Packet for American Literature I." Oliveri, Natalie. 2 Copies.
- 1997, May 1. Minigrant Program Proposal Application. "Developing a process through which to identify students with High Functioning Autism/ Asperger's Syndrome." Shore, Stephen M. 2 Copies. (Both copies include an e-mail addressed to the Mini Grant Committee explaining an article included in the proposal)
- 1997, May 2. Minigrant Program Proposal Application. "Creation of an Astronomy course for the Math and Physics Departments." Brenner, Joan H. 2 Copies.



- 1997, May 2. Minigrant Program Proposal Application. "Revising MIG 508: Positioning the Body." Burnett, Judith D. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Work books on prioritizing note taking for the Criminal Justice Department." Chuda, Thomas J. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Adding more experiments to CHM-201/202." Griffin, Bill. 2 Copies. (Includes a Memo written to Paul Rivers introducing the proposal)
- 1997, May 2. Minigrant Program Proposal Application. "Integrating the Internet as a Resource in Teaching ECO 201 Macroeconomics." Gupta, Dr. Sharda. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "ESL as a major." Massaro, Alessandro. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Extension of Multimedia Library Research Paper Project." Meagher, John. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Increasing Hotel/Restaurant/Travel Management (HRTM) students' exposure to the industry." Miller, James A.
- 1997, May 2. Minigrant Program Proposal Application. "Rewriting the curriculum for Medical Imaging I." Misrati, Donna. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Improving the Reading Skills of BHCC Students." Preston, Joanne M. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Innovative Teaching Methodology." Ridout, Ted. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Developing new lab manual." Roche, Susan. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Creation of a Home Page for VITA." Vaccaro, John L. 2 Copies.
- 1997, May 2. Minigrant Program Proposal Application. "Creation of tutorial sessions for NSE 101." Westaway, Deborah. 2 Copies.
- 1997, May 3. Minigrant Program Proposal Application. "Teaching Advanced Conversational English at L'viv Polytechnical University." Kukura, Philip F.
- 1997, August 5. Mini-Grant Project Report. "Gateways to Calculus." Gross, Herbert I. (Includes a Memo sent to Jim Ware and Mike McSweeney introducing report)

- 1997, August 29. Mini-Grant Project Report. "Summary of work done on Toolbook Authoring System." Preston, Joanne M. (Report format is similar to an e-mail)

#### 013.02.5 – 1998-1999

- 1998. Mini-Grant Application. Development of course, "Spanish for Spanish Speakers." Roche, Suzanne. 2 p. 2 copies.
- 1998, February 5. Memo. From: Judith D. Burnett. To: Jim Ware. RE: international Education Mini-Grant Program. Includes Judith Burnett's mini-grant application. 4 p. 2 copies.
- 1998, Spring. Mini-Grant Application. "Research on the General Status of Spanish-Speaking Latin-American Students at B.H.C.C." Hernandez-Folch, Amparo. 4 p. 2 copies.
- 1998. Mini-Grant Application. Cape Town Conference Attendance. Gupta, Shirley. 5 p. 2 copies.
- 1998, January. Mini-Grant Application. Workshop attendance and work to increase international student retention. Tsakarissianos, Anna. Includes Workshop information. 6 p. 2 copies.
- 1998, February 5. Memo. From: Shirley Cassara. To: Tom Wylie. RE: Int. Ed. Mini Grant. Includes Shirley Cassara mini-grant application. 7 p. 2 copies.
- 1998. Mini-Grant Application. Medical Imaging Program updating resources. Misrati, Donna. 3 p.
- 1998. Mini-Grant Application. Nurse Education and creating a needs survey. Westwater, Ruth M. 3 p.
- 1998. Mini-Grant Application. Upgrading Behavioral Science Program Technology. Koch, Albert and Sullivan, Theresa. 6 p.
- 1998. Mini-Grant Application. Creation of Surgical Technologist Certificate Program. 3 p.
- 1998. Mini-Grant Application. Updating Economics courses with internet marketing sections. Gupta, Sharda. 6 p.
- 1998. Mini-Grant Application. Boston Security Services survey for potential internship/part-time work for students. Chuda, Thomas J. 3 p.
- 1998. Mini-Grant Application. Creation of Nursing tutorial sessions. Westaway, Deborah. 3 p. 2 copies.
- 1998. Mini-Grant Application. Designing CD-ROM program for Nursing Students. Westaway, Deborah. 3 p.

- 1998. Mini-Grant Application. Educational linkage between BHCC and Hillside Shelter Care. Scott, Lawrence. 3 p.
- 1998. Mini-Grant Application. ESL II Reading and Writing Education theme courses. Fong, Cindy. 3 p.
- 1998. Mini-Grant Application. Allied Health Certificate Program multi-media materials creation and implementation into classes. Frey, Rita. 3 p.
- 1998, May 8. Report. "Report for International Studies Minigrant." Cassara, Shirley. 13 p.
- 1999. Mini-Grant Project Report. "The Use of Business Practices to Control Theft." Bentley, Joseph V.
- 1999. Mini-Grant Project Report. "Summary of my mini-grant." Shute, Alan.
- 1999, August 31. Mini-Grant Project Report. "Mini-Grant Narrative Report and On-Lie Materials: Microsoft Word 97 Proficient and Expert User Certification." Bergmann, Linda.
- 1999, August 31. Mini-Grant Project Report. "Materials for On-line Course for OIM110." Briggs, Becky K.
- 1999, October 18. Mini-Grant Project Report. "The Diversity Project." Johnson, Lloyd Sheldon. (Includes Memo to Richard Boulware)
- 1999, August 31. Mini-Grant Project Report. "The Current Status of Education and Rights for the Children of South Africa." Cassara Ed.D, Shirley.
- 1999, August 31. Mini-Grant Project Report. "Laboratory Safety and Security Standard Operating Procedures." Steeper, Robert, Greg Gillis, Nancy Schoenfeld and Bill Griffin. 2 Copies.
- 1999, August 31. Mini-Grant Project Report. "Preparation of Tutors for Nursing Medication Calculation Math: Mini-grant Final Report." Westaway, Deborah.
- 1999. Mini-Grant Project Report. Clifford, Doug. (Binder of photographs illustrating specific college goals including: customer service, diversity, facility, global learning, partnerships, student success and technology)

#### 013.02.6 – 2001

- 2001. Mini-Grant Project Report. "The Early Childhood Development Program: Incorporating Program Competencies into Program Curricula." Lindamood, Dr. Judy B. (Includes memo addressed to Janet Sorter)

#### 013.02.7 – 2007

- N.D. c.2007. Report. "Mini-Grant Proposal Report – The infusion of technology into teaching and learning." 4 p.

- 2007. Paper. "Who Are Bunker Hill Students?" Lenhart, Taliesin. (Related to Guixia Yin's Mini-Grant Project about Civic Engagement and Leadership)
- 2007. Mini-Grant Project Report. "Mini-Grant Report: Dept. of Early Childhood, Education & Human Services Changes in Human Services Practicum Curriculum." Lindamood, Dr. Judy and Pamela Schmidt.
- 2007. Minigrant Program Proposal Application. "Redeveloping MAN112 to incorporate technology." Lyons, Andrea.
- 2007. Mini-Grant Project Report. "Report on Faculty Minigrant: Attending NAEYC." Maguire, Christine.
- 2007. Mini-Grant Project Report. "Mini Grant Report for Entrepreneurship." Velluto, Paula.
- 2007. Mini-Grant Project Report. "Promoting Civic Engagement and Leadership." Yin, Guixia.
- 2007, May 15. Report/Memo. From: Mike Puopolo. To: Vice President Abasa-Nyarko. RE: Mini Grant Completion. [BHCC Podcasting Initiative]. 19 p.
- 2007, May 29. Report. "Teaching and Learning Center Mini-Grant Report." McCuish, Luana. 81 p.
- 2007, June 29. Report. "Mini-Grant Conference Report." Lobbins, LaVasha M.
- 2007, July 27. Letter/Report. From: Aurora Bautista. To: Diane Smith and Teaching and Learning Center Advisory Committee. RE: Aurora Bautista's "Keeping Up With the Times Readership Program." Mini-Grant Report Submission. 31 p.
- 2007, October 10. Minigrant Program Proposal Application. "Creating a climate of civic engagement for College Writing I and II." Yin, Guixia.
- 2007, October 10. Minigrant Program Proposal Application. "Expanding the study abroad program in China." Yin, Guixia.
- 2007, October 20. Minigrant Program Proposal Application. "Developing an interactive lecture series for Calculus II." Watson, Christopher.
- 2007, October 23. Minigrant Program Proposal Application. "Enhancing curriculum in Practicum in Human Services." Lindamood, Judy and Pamela Schmidt.
- 2007, October 24. Minigrant Program Proposal Application. "Develop support materials for BHCC students applying to top colleges." Guilmette, Nicole E.
- 2007, October 25. Minigrant Program Proposal Application. "Creating a STEM Conference for high school students." Caulfield, Sharon.

- 2007, October 27. Minigrant Program Proposal Application. "Providing financial support to develop a professional recruitment and public relations tool for Health Programs." Walsh, Deborah.
- 2007, October 29. Minigrant Program Proposal Application. "Creation of self-paced material to review basic computer applications." Briggs, Becky.
- 2007, October 29. Minigrant Program Proposal Application. "Developing a Soft Skills course called Human Relations for Career & Personal Success." Cassara, Shirley and Michael Puopolo.
- 2007, October 29. Minigrant Program Proposal Application. "Funds to attend the American Library Association's annual conference." Gordon, Jesse.
- 2007, October 29. Minigrant Program Proposal Application. "Funding to attend and present at the National Association for the Education of Young Children's 17th National Institute for Early Childhood Development." Maguire, Christine.
- 2007, October 29. Minigrant Program Proposal Application. "Preparing students for the ACCUPLACER Placement Test." Puopolo, Diane J. and Michael T. Puopolo.
- 2007, October 30. Minigrant Program Proposal Application. "Developing online components for Criminal investigation class." Chuda, Thomas.
- 2007, October 30. Minigrant Program Proposal Application. "Funding to attend the 23rd Annual Computers in Libraries Conference." Crocker, Daniel.
- 2007, October 30. Minigrant Program Proposal Application. "Develop online content and procedures for ESL 519 (Advanced ESL Grammar and Editing)." Shute, Alan.
- 2007, November 6. Memo/Report. From: Pam Cinelli. To: Mini-Grant Committee. RE: Attachment to Mini-Grant. Includes Christopher Watson's Mini-Grant report. 3 p.
- 2007, November 7. Report. "MiniGrant FY 2007 American Library Association Annual Conference Report." Crocker, Daniel. 3 p.

#### **013.02.8 – 2008**

- 2008, April 28. Mini-Grant Project Report. "Mini-Grant Report: A STEM Conference for Students." Caulfield, Sharon.
- 2008, April 29. Mini-Grant Project Report. "Expanding the criminal investigation program to online." Chuda, Thomas J.

#### **013.02.9 – 2011**

- 2011, March 29. Flyer. "Integrating Sustainability @ BHCC." Includes flyers for presentations by recipients of the Sustainable Mini-Grant. 6 p.

## RG013.03 – Title III

### **Folder 1 – Title III - Newsletters, Agendas, Minutes (1988-1999)**

- 1988, Spring. Newsletter. *Title III Newsletter*. Cartwright, Barbara A. and Richards, Roger A. 4 p.
- 1989, January. Newsletter. *Title III Newsletter*. Cartwright, Barbara A. and Richards, Roger A. 5 p. 2 copies.
- 1997. October 16. Agenda. Title III Task Force.
- 1997, October 16. Minutes. Title III Task Force. 2 p.
- 1997, November 20. Agenda. Title III Task Force
- c. 1997, December 19. Agenda. Title III Task Force. Includes the minutes from the November 20 meeting.
- 1998, March 16. Memo. From: Tom Wylie and Bill Sakamoto. To: Kate Cauble; Mike McSweeney; Paul Rivers; Gwen Shelton; Wilma Bonaparte; Liz Palter; Alyce Curtis; Mark Rotundo; Judith Burnett; Kalimah Nur; Barbara Taylor; Sandro Massaro; Judith Oleks; Meg Concannon; Jean Bernard; Nancy Myers. Re: Task Force Meeting. Includes an agenda and the previous meeting's minutes. 4 p.
- 1998, May 13. Memo. From: Bill Sakamoto and Tom Wylie. To: Nancy Myers; Jean Bernard; Mike McSweeney; Barbara Taylor; Gwen Shelton; Wilma Bonaparte; Kate Cauble; Judith Burnett; Kalimah Nur; Sandro Massaro; Liz Palter; Alyce Curtis; Mark Rotundo; Judith Oleks; Meg Concannon. Re: Title III, Task Force Committee Meeting. Includes an agenda for the meeting, the minutes from a previous meeting, and an agenda for an event. 5 p.
- 1999, April 19. Memo. From: Jean Bernard. To: All Faculty and Staff. Re: Title III Open House
- c. 1999, April 22. Agenda. Title III Open House.
- c. 1999, April 22. Handout. "Title III Open House." Includes a map of the events.
- N.D. Memo. To: Faculty and Staff. Re: Faculty/Staff Newsletter.
- N.D. Document. Includes an excerpt on Classroom Action Research at BHCC. 4 p.

### **Folder 2 – Title III Report pt. 1 of 2 (1995-2000)**

- 1995-2000. Report. "Transforming for Diverse Learners: Academic improvements and student services 1995-2000." Includes appendices and is the first of two parts. 204 p total.

### **Folder 3 – Title III Report pt. 2 of 2 (1995-2000)**

- 1995-2000. Report. "Transforming for Diverse Learners: Academic improvements and student services 1995-2000." Includes a bibliography and is the second of two parts. 204 p total.

## **Box 2**

### **Folder 4 – Title III Application (1996)**

- c. 1996. Document. "Grant Application for the Strengthening Institutions Program: Title III, Higher Education Act of 1965, as amended by Public Law 102-325." Includes a timeline for the Title III Grant. This copy is p. 96 to 105. 10 p. 2 copies.
- c. 1996. Document. "Grant Application for the Strengthening Institutions Program: Title III, Higher Education Act of 1965, as amended by Public Law 102-325." Includes a timeline for the Title III Grant. This copy is p. 158 to 165. 8 p. 2 copies.
- c. 1996. Document. "Grant Application for the Strengthening Institutions Program: Title III, Higher Education Act of 1965, as amended by Public Law 102-325." Includes a timeline for the Title III Grant. This copy is p. 134 to 149. 16 p. 2 copies.

### **Folder 5 – Title III Reports 1 (1998-2002)**

- 1998, Spring. Report. "Bunker Hill Community College Title III External Evaluation Year One Interim Report 1998-1999." Fifield, Mary; Sakamoto, William; Wylie, Thomas; German, Katherine. 14 p. 3 copies.
- 1998, Fall. Report. "Bunker Hill Community College Title III External Evaluation Year One Final Report 1998-1999." Fifield, Mary; Sakamoto, William; German, Katherine. 16 p.
- 1999, April 29. Report. "US Department of Education Grant Performance Report." Submitted to the US Department of Education. Sakamoto, Bill. Includes a letter before the report. 21 p.
- 1998, April 30. Report. "Bunker Hill Community College Title III Program, U.S. Department of Education Grant Performance Report. Transitioning for Diverse Learners: Improving Academic Programs and Strengthening Student Services." 8 p. 2 copies.

### **Folder 6 – Title III Reports 2 (1998-2002)**

- 1999, Spring. Report. "Bunker Hill Community College Title III External Evaluation Year Two Interim Report 1999-2000." Fifield, Mary; Sakamoto, William; German, Katherine. 17 p.
- 1999, Fall. Report. "Bunker Hill Community College Title III External Evaluation Year Two Final Report 1999-2000." Fifield, Mary; Sakamoto, William; Myers, Nancy; German, Katherine. 19 p.
- 2000, April 28. Report. "U.S. Department of Education Grant Performance Report." Submitted to the U.S. Department of Education. Bunker Hill Community College. 33 p.

- 2000, Spring. Report. "Bunker Hill Community College Title III External Evaluation Year Three Interim Report 1999-2000." Fifield, Mary; Sakamoto, William; Myers, Nancy; German, Katherine. 23 p.
- 2000, Summer. Report. "Title III Course Revitalization Report." Oliveri, Natalie and Rosser, Jennifer. 37 p. 2 copies.

#### **Foler 7 – Title III Flyers (2001)**

- 2001, April 24. Flyer. "Open House."
- 2001, April 24. Flyer. "Title III Open House."
- 2001, April 24. Flyer. "Title III Open House." Includes an agenda.
- 2001, April 24. Flyer. "Title III Open House." Includes an agenda.
- 2001, April 24. Flyer. "Title III Open House." Includes an agenda and note about the room change.
- c. 2001. Flyer. "Comprehensive Advising Program, Title III, Activity 2." Includes training dates and an interest form. 2 p.

#### **Foler 8 – Title III Misc. (1997-1998)**

- c. 1997-1998. Document. "FY 98 Grant Management Spreadsheet." Includes budget information 3 p. 2 copies.
- c. 1997-1998. Memo. From: Tom Wylie, Associate Dean of Academic Affairs. To: Faculty participating in the CAR sessions. Re: February 6<sup>th</sup> session. Includes a handout for a related workshop. 2 p.
- 1997, March 26. Letter. From: Tom Wylie, Associate Dean of Academic Affairs. To: Allison Pingree. Re: Classroom Action Research Training.
- 1997, October 28. Memo. From: Jean Bernard. To: Jan Bonanno; Ted Carlson; David Dow; Amelia Irvin; Jim McCann; Jennifer Rosser; Bill Sakamoto; Janet Sorter; Mary Todd; Paula Velluto; Anne Zakrosky; Tom Wylie. RE: Title III, Activity II Steering Committee. Includes Activity 2 Steering Committee meeting minutes from October 22, 1997. 3 p.
- N.D. Report. "Activity II: Student Services: Critical Interventions to Increase Student Retention/Persistence Activity Narrative." 33 p.
- 1997, November 18. Letter. From: Tom Wylie, Associate Dean of Academic Affairs. To: Allison Pingree. Re: Classroom Action Research Training. Includes budget information. 3 p.
- 1997, December 15. Memo. From: Tom Wylie, Associate Dean of Academic Affairs. To: Mary Fifield, President, and Jim Ware, Vice President.
- 1998, January 8. Memo. From: Tom Wylie, Associate Dean of Academic Affairs. To: Faculty participating in Title III CAR training. Includes a list of faculty names, departments, and phone numbers.



- 1998, January 29. Memo. From: Allison Pingree. To: Participants in CAR Training. Re: CAR Training Meeting.
- 1998, February 26. Memo. From: Tom Wylie, Associate Dean of Academic Affairs. Re: Faculty participating in Title III CAR training.
- 1998, February 27. Email. From: Allison Pingree. To: Tom F. Wylie. Re: March 6<sup>th</sup> CAR Training. Includes a previous email. 2 p.
- 1998, April 30. Memo. From: Bill Sakamoto. To: Academic Deans. Re: Title III Summer Project Requests. 2 p.
- 1998, March-April. Document. "CAR Participant Class Visits with Allison Pingree." Includes a schedule.
- c. 1998. Form. "Classroom Action Research (CAR): Faculty sign-up sheet for classroom visits." A blank copy of the form with space for contact information and other comments.

#### **Folder 9 – Title III Grant (1) (2006-2012)**

- 2006, August 4. Application. "Technical Review Coversheet." By Bunker Hill Community College (P03A060175). 16 p. 2 copies.
- 2006, September 29. Grant Award. From: United States Department of Education. To: President Mary Fifiel. Re: Application PR# P031A060175. Includes two copies of grant award notification, grant terms and agreements, audit requirements, a financial management memo, a reviewers' evaluation, grants.gov memo, and a request for approval of program income. 27 p. 2 copies.
- 2006, October 5. Email. From: Roller, Steven. To: Linda King. Re: design team members. 1 p.
- 2006, October 6. Email. From: Dibble, Emily. To: Mary Fifiel. Re: Status Report on Title III Implementation 10-06-2006 – presidential action required. Includes response from Mary Fifiel. 1 p.
- 2006, October 10. Press Release. "BHCC Wins 1.9 Million Dollar Federal Grant." 1 p.
- 2006, October 10. Memo. From: Emily Dibble. To: All faculty and staff. Re: Building the Engaged Campus – Call for Participation in Title III. 2 p.
- 2006, October 12. Memo. From: Linda Ballerini. To: Champa Nagage. Re: FY 07 U.S. Department of Education Title III Award (6119/6120-3417). Includes budget sheet. 2 p.
- 2006-2007. Report. "Bunker Hill Community College Title III External Evaluation: Year One Report 2006-2007." Fifiel, Mary; Dibble, Emily; German, Katherine; Sbaratta, Philip.
- 2007, May 21. Grant Award. From: United States Department of Education. To: Emily Dibble. Re: Payee Verification for Grant Award P031A060175. 4 p. 2 copies.

- 2007-2008. Report. "Bunker Hill Community College Title III External Evaluation: Year Two report 2007-2008." Fifield, Mary; Dibble, Emily; Katherine, German; Sbaratta, Philip. 25 p.
- 2008, June 20. Grant Award. From: United States Department of Education. To: Emily Dibble. Re: Payee Verification for Grant Award P031A060175. 4 p.
- 2008, November 3. Memo. From: Dr. Katherine German and Dr. Phil Sbaratta. To: Dr. Emily Dibble and Lori Catalozzi. Re: Year Two Site Visit Evaluation of Title III Grant, Room E-450. Includes an agenda. 2 copies of the agenda. 5 p.

#### **Folder 10 – Title III Grant (2) (2006-2012)**

- 2009, January 9. Report. "U.S. Department of Education Grant Performance Report." Submitted to Imogene W. Byers., the U.S. Department of Education. Dibble, Emily., Bunker Hill Community College. 17 p.
- 2009, May 13. Grant Award. From: United States Department of Education. To: Emily Dibble. Re: Payee Verification for Grant Award P031A060175. Includes grant award notification, grant terms and agreements, audit requirements, a financial management memo, a reviewers' evaluation, grants.gov memo, and a request for approval of program income. 24 p.
- 2009, September 1. Memo. From: Linda Ballerini. To: Champa Nagage. Re: FY 10 U.S. Department of Education Title III Award – Building an Engaged Campus (6119/6120-3410). Includes award amount and budget sheet. 3 p.
- 2009, December 23. "U.S. Department of Education Grant Performance Report." Submitted to Imogene W. Byers., the U.S. Department of Education. Dibble, Emily., Bunker Hill Community College. 19 p.
- 2010, June 24. Grant Award. From: United States Department of Education. To: Emily Dibble. Re: Payee Verification for Grant Award P031A060175. Includes grant award notification, grant terms and agreements, audit requirements, a financial management memo, a reviewers' evaluation, and a CCR/DUNS information sheet. 27 p.
- 2010, July 22. Email. From: Linda Ballerini. To: Emily Dibble. Re: FY 11 Title III Award Letter Year 5. 1 p.
- 2011, March 15. Report. "U.S. Department of Education Grant Performance Report." Submitted to the U.S. Department of Education. Dibble, Emily., Title III Project Director Bunker Hill Community College. Includes the cover sheet and fax receipt. 3 p.
- 2012, January 20. Report. "U.S. Department of Education Grant Performance Report." Submitted to the U.S. Department of Education. Dibble, Emily., Title III Project Director Bunker Hill Community College. Includes data tables. 17 p.

- 2012, September 27. Letter. From: Robyn M. Wood. To: Emily Dibble. Re: Grant Compliance. 1 p.
- 2012, October 1. Memo. From: Emily Dibble. To: Mary L. Fifield, Jesse M. Thompson, Weusi Tafawa, Linda Ballerini, and Lori Catalozzi. Re: Title III “Engaged Campus” Grant has been closed out by the US Dept. of Education. Includes a copy of a letter from Robyn M. Wood to Emily Dibble. 2 p. 2 copies.
- N.D. Report. “Bunker Hill Community College Title III External Evaluation: Year Five Final Report 2006-2001.” Fifield, Mary L., Dibble, Emily., Catalozzi, Lori., German, Katherine., and Sbaratta, Philip. 46 p.

#### **Folder 11 – Title III Grant (2013-2018)**

- 2013, April 3. Email. From: Roller, Steven. To: Steven Roller, Mary L. Fifield, James F. Canniff, Jesse M. Thompson, Janice M. Bonanno, William T. Sakamoto, Lori A. Catalozzi, Liya N. Escalera, Anne K. Brown, Amanda S. Dooling, David Leavitt, Amparo Hernandez-Folch, Jaime L. L’heureux, Aurora Bautista, Carol A. Snell, Kali R. Cofield, Erinda Spiro, and philbaratta@developmentinstitute.us. Re: Title III staffing plan. Includes email thread and comments on staffing plan. 4 pages.
- 2014, March 6. Agenda. Title III Task Force. Includes copy of implementation plan and activity objectors/performance indicators. 16 p.
- 2014, April 15. Minutes. Title III Task Force Update. 2 p.
- 2014, May 7. Email. From: Kevin M. Meehan. To: Karalynn B. Gau. Re: orientation. Includes a forwarded email with a new student orientation schedule.
- c. 2016. Document. “Project Management Plan.” Includes tables outlining the tasks, responsible individuals/departments, methods, progress, and deadlines for the Title III grant project to design an aligned-accelerated ESL pathway. 8 p.
- 2016, October 4. Agenda. Title III Task Force.
- 2017, March 30. Program. “Building the Framework for Success: Launching BHCC’s Title III AANAPISI Grant.” 3 p.
- 2017, June 20. Agenda. Title III Think Day.
- 2017, September 19. Agenda. AANAPISI Title III Grant: Building the Framework for Success Executive Leadership Team Meeting. Includes handouts from the meeting, such as summary documents of Year 1 accomplishments and a copy of the Year 1 external evaluation. 34 p.
- 2017, October 11. Agenda. Title III Task Force.
- 2017, November. Document. “LifeMap Title III Grant External Evaluation Visit.” Includes data and charts. 5 p.
- N.D. Loose paper. “Bunker Hill Community College Preliminary Title III/V Data and Research Requirements. 1 p.

- N.D. Report. "From Dreams to Reality: BHCC LifeMap Comprehensive Development Plan." Bunker Hill Community College. 52 p.
- N.D. Document. "LifeMap Title III – Department Curriculum Mapping Overview." Includes blank worksheets. 6 p.
- N.D. Document. "Building the Framework for Success Organizational Chart." Includes a chart outlining the teams involved in the AANAPISI Title III grant project. There are some handwritten notes about the project on the document as well.

### **Binders (on binder shelves)**

- 1997, May 15. Binder. "Transitioning for diverse learners."

### RG013.04 – Title VI

- N.D. Continuation Application. "Bunker Hill Community College: Title VI International Studies and Language Program." (Discusses year two of international studies program grant)
- c. late 1970s. Report. Arts alive! A Cooperative Project of Bunker Hill Community College and Title VI CETA.
- 1988, November 04. "BHCC International Studies Certificate. Application for grant under Title VI of the Higher Education Act of 1985, as amended by the Education Amendments of 1980 United States Department of Education." (FKA RG 13.2 Title VI 1988 BHCC Proposal for Title VI grant)
- 1988, November 04. "BHCC International Studies Certificate. Application for grant under Title VI of the Higher Education Act of 1985, as amended by the Education Amendments of 1980 United States Department of Education." (FKA RG 13.2 Title VI 1988 BHCC Proposal for Title VI grant)
- 1989. Title VI. HEA. "Undergraduate International Studies and Foreign Language Program." Continuation Applications. (FKA RG 13.2 Title VI 1989 Title VI Projects. HEA.)
- 1991, 1999. Title VI records.
- "Proven New Programs in International Education Prepared for the Association of American College and Presented at the International Studies Association's 1991 Annual Meeting. May 6, 1999." Kelleher, Ann.
- "Notes from Oct 7, 1999 Title VI A Meeting."
- 1999, November 1. Announcement of Title VIA Grant submission to US Dept. of Education (USDE). "Internationalizing the Curriculum and Enhancing Foreign Language Development."
- 1999-2000. BHCC Title VIA Grant Proposal. "Enhancing International Studies and Foreign Language Programming. Submitted to International Education and Graduate Programs Service. U.S. Department of Education." (2 copies). Includes correspondence regarding proposal. (FKA RG 13.2 Title VI International Ed.)

### RG013.05 – Perkins Grants

- N.D. Perkins Mini-Grant Report. "Bethoney, Jessica. 'Cross-cultural workshops for faculty and tutors.'" 12 p. (FKA RG 13.3 Perkins Minigrant: Bethoney Jessica)
- 1997, Summer. Perkins Grant Report. "Klayman, Richard. 'State and local politics and the historical study of violence: an outreach effort to the Malden Police Department in the summer of 1997.'" (FKA RG 13.3 Perkins Grant Klayman, Richard Summer 1997.)
- 1997, Summer. Perkins Mini-Grant Report. (FKA RG 13.3 Perkins mini-grant. Massaro, A. Summer 1997)
- 1997. August 27. Memo. Massaro, Alessandro, ESL/Criminal Justice Certificate Program, to members of the Grant Committee. 8 p.
- 1997, April 14. Grant Proposal. Development of a Vocational Education Course in Optics. O'Brian, James Jr.
- 1997, April 30. Grant Proposal. Developing a page layout software course for Adobe PageMaker.
- 1997. May 2. Grant Proposal. Request for pairing ESL091 with CMP105. Shewewitzer, Michelle, and Paula Velluto.
- "Justice Career Directory." Various paging.
- 1997, Fall. Perkins Mini-Grant Report. "McGlynn, Courtney, Chairman, Graphic Art & Visual Communication Program. 'Pagemaker for Windows Course.'" 3 p. (FKA RG 13.3 Perkins grant McGlynn, Courtney, Fall 1997)
- 1997, May. Grant Report. "Westaway, Deborah. 'Success in Nursing: Curriculum for NSE 095.'" 6 p. (FKA RG 13.3 Perkins Grant Westaway, Deborah. May 1997.)
- 1999, April 30. Application for Perkins III Allocation Grant Program Funds for Transition Year FY 2000. "Strengthening Career Education Programs at Bunker Hill Community College." (FKA Application Perkins III grant allocation 13.3)
- 1999-2000. Perkins III (1999-2000) "Bunker Hill Community College Perkins Review Committee Report." (FKA BHCC Perkins Review Report 99-2000. 13.3)
- 2000, Spring. Perkins Grant proposals.
- 2000, Spring. Perkins Grant Report. "Cassara, Shirley. 'How do I Know Thee?'" [6 p.] (FKA RG 13.3 Perkins Grant. Cassara, Shirley.)
- 2000, June. Perkins Grant Report "Trethewey, Lorraine, Hospitality Department. 'Report on Diversity Project: Managing Hospitality Employers in a Diverse Labor Market.'" [9 p.] (FKA RG 13.3 Perkins Grant Trethewey, Lorraine)
- 2000. Perkins Update published by the Perkins Review Committee. 2 copies.
- Memo to Vice President Ortiz from Richard Boulware, June 8, 2000. Flyer: Everyday Ebonics." (FKA RG 13.3 Perkins Review Committee Papers)
- 2004, Fall. Perkins Audit. Correspondence, funds allocation records, meeting records, official Perkins/Massachusetts Department of Education documents, and professional

development records regarding Perkins audit and preparation for on-site comprehensive review.

- 2004, September 15. Memo. To Full-time/Adjunct Faculty and Staff. From Claudia Smith-Reid. Re: Carl D. IPerkins Program
- 2006, September 1. "The Perkins Plan for 2006-2007." (FKA Perkins III Plan 2006-2007 13.3)

#### RG013.05 – Perkins Grants

##### 013.05.1 – 1997 Perkins Grant Proposals and Reports

- N.D. Perkins Mini-grant Report. "Promoting Understanding of Cultural Diversity." Bethoney, Jessica. (Letter included introducing materials)
- 1997. Perkins Mini-grant Report. "State and Local Politics and the Historical Study of Violence: An Outreach Effort to the Malden Police Department in the Summer of 1997." Klayman, Richard.
- 1997. Perkins Mini-grant Report. "Pagemaker for Windows Course."
- 1997, April 14. Perkins Mini-grant Proposal Application. "Developing a vocational education course in optics." O'Brien Jr., James. 2 Copies.
- 1997, April 30. Perkins Mini-grant Proposal Application. "Developing a page layout software course for Adobe Pagemaker." McGlynn, Courtney R.
- 1997, May 2. Perkins Mini-grant Proposal Application. "Developing certificate program in Criminal Justice for ESL Students." Massaro, Alessandro. 2 Copies.
- 1997, May 2. Perkins Mini-grant Proposal Application. "Developing a tandem course in Advanced ESL Listening and PC Applications and Concepts." Schweitzer, Michelle and Paula Velluto. 2 Copies.
- 1997, May 2. Perkins Mini-grant Report. "Developmental Course Grant Curriculum for NSE 095 'Success in Nursing.'" Westaway, Deborah.
- 1997, August 27. Perkins Mini-grant Report. "ESL/Criminal Justice Certificate Program." Massaro, Alessandro.

##### 013.05.2 – 1997 Perkins Grant Paperwork

- 1997, May 20. Letter. From: Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway and Bill Sakamoto. To: Paula Velluto. (Awarding a Perkins Vocational Mini-grant)
- 1997, May 20. Letter. From: Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway and Bill Sakamoto. To: Michelle Schweitzer. (Awarding a Perkins Vocational Mini-grant)

- 1997, May 20. Letter. From: Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway and Bill Sakamoto. To: Arthur Centanni. (Awarding a Perkins Vocational Mini-grant)
- 1997, May 20. Letter. From: Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway and Bill Sakamoto. To: Sandro Massaro. (Awarding a Perkins Vocational Mini-grant)
- 1997, May 20. Letter. From: Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway and Bill Sakamoto. To: David Massey. (Awarding a Perkins Vocational Mini-grant)
- 1997, May 20. Letter. From: Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway and Bill Sakamoto. To: Courtney McGlynn. (Awarding a Perkins Mini-grant)
- 1997, May 20. Letter. From: Paul Rivers, Richard Boulware, Meg Concannon, Marjorie Langway and Bill Sakamoto. To: James O'Brien. (Awarding a Perkins Mini-grant)
- 1997, June 12. Memo. From: Liz Palter. To: Deans Kate Cauble, Mike McSweeney, Paul Rivers, and Tom Wylie. RE: Perkins Act Performance Standards and Measures – Report Due. Includes memo from Robert V. Antonucci regarding Perkins Act Standards and Measures. 15 p.

#### 013.05.3 – 1999 Perkins Grant Paperwork

- 1999, April 30. "One-Year Transitional Local Plan." (Plan filled out by Elizabeth Palter, signed by President Fifield)
- 1999, April 30. Application for Perkins III Allocation Grant Program Funds. "Strengthening Career Education Programs at Bunker Hill Community College." Palter, Ph.D., Elizabeth S.

#### 013.05.4 – 2000 Perkins Grant Proposals and Reports

- N.D. "Perkins Proposal Spring 2000." (Table listing all of the Perkins Grant proposals with proposed budgets)
- N.D. Planning Worksheet for Perkins Review Committee. "Funding for three P/T Assistive Technology Educators." Curtis, Ph.D., Albert B.
- 2000. Perkins Grant Report. "How Do I Know Thee?: A Two Part Program for Teachers and Students to Get Acquainted and Learn About Their Culturally Influenced Expectations." Cassara, Dr. Shirley.
- 2000. Perkins Review Committee Report. "Perkins III (1999-2000)."

- 2000, March 4. Planning Worksheet for Perkins Review Committee. "Offer internships in all career degree departments." Bonah, Brent.
- 2000, April 2. Proposal for Perkins Funding. "Fund faculty attendance to 2-day workshop in Advanced Media 100 Operations." Pastel, Douglas.
- 2000, April 4. Planning Worksheet for Perkins Review Committee. "Create a selection of readings related to work, wealth, globalization and leadership." Feldman, Eileen.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "Establishing a Cisco Networking Academy." Carey, Leo.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "Purchasing 10 Macintosh computers with graphics monitors for Communication Design Lab." Diamond, Mark.
- 2000, April 6. Perkins Mini-grant Proposal Application. "Attending Association of Surgical Technologist's (AST) Instructors Workshop." MacPherson, Jayne.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "Attending AST's National Conference." MacPherson, Jayne.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "Equip the Workshop area within the Instructional Design and Technology Center (IDTC)." Myers, Nancy and Jean Bernard.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "Sponsor another smart classroom." Myers, Nancy and Bill Sakamoto.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "Business administration smart classroom." Nur, Kalimah.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "Creating a central sterile processing course." Roman, Jane.
- 2000, April 6. Planning Worksheet for Perkins Review Committee. "The ability for classroom presentation of surgical technology material using a computer." Roman, Jane.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Funding the summer 2000 Project Start program." (Signature illegible)
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Alternative approach to teaching Reading and Reasoning stage II Implementation." (Signature illegible, last name possibly Shelton)
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "To develop course materials and other components of Pre-Engineering program." Brenner, Joan H.



- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Chelsea Campus science lab needs additional technology and supplemental materials." Burnett, Judith D.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Providing a comprehensive library to students at the Chelsea Campus." Burnett, Judith D.
- 2000 April 7. Planning Worksheet for Perkins Review Committee. "Connecting BHCC Faculty & Staff with Secondary Schools & Business and Industry." Caulfield, Sharon.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Connecting BHCC Faculty & Staff with Secondary Schools & Business and Industry for Articulating our Programs." Caulfield, Sharon.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Develop an information/computer security certificate/degree program." Chuda, Thomas J.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Replace existing TI-82/CBL sensor systems with computer interfaced data systems." Gulf, G.W. and Bill Griffin.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Introduce the use of preparative gas chromatography in new and existing science courses. Gulf, G.W. and Bill Griffin.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Summer externship at Stop + Shop headquarters." Gupta, Sharda.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Transform the electronics technology classroom into a smart classroom." Massey, David.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Integrating computers and technology into the nursing program." Noonan, Catherine F.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Continuation of the Intern Project." Sakamoto, Bill.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Continued staffing for Disabled Technical Assistance and update computer assistive technology in the Academic Computing Center." Sakamoto, Bill.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Upgrade 37 computer stations in the Academic Computing Center Open Lab." Sakamoto, Bill.
- 2000, April 7. Proposal for Perkins Grant Funds. "Integrate information literacy skills across curriculum and funds to attend ALA Immersion program." Smith, Diane.
- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Provide support for The Allied Health Certificate Programs at Charlestown and Chelsea campuses." Walling, Susan.

- 2000, April 7. Planning Worksheet for Perkins Review Committee. "Conference attendance for 10 members of the Nurse Dept." Zabriskie, Anne M.
- 2000, April 10. Planning Worksheet for Perkins Review Committee. "Hire full time institutional researcher." Aufseeser, Cary.
- 2000, June 1. Perkins Grant Report. "Managing Hospitality Employees in a Diverse Labor Market." Trethewey, Lorraine. (Includes a memo introducing the report, sent to the review committee and Tusi Gastoguay)

#### 013.05.5 – 2000 Perkins Grant Paperwork

- 2000, April. "Perkins Update." 2 Copies. (A small packet outlining the Perkins Grant)
- 2000, May 24. Flyer. "Everyday Ebonics: A Presentation on Urban Communication Styles and Urban Cultures." (Lloyd Sheldon Johnson, Valuing Diversity Classroom Initiative Perkins Grant)
- 2000, June 8. Memo. From: Richard W. Boulware. To: Vice President Ortiz. Re: Perkins Diversity Projects.

#### 013.05.6 – 2002 Perkins Grant Paperwork

- 2002, June 28. Letter. From: Carole Thomson, Associate Commissioner. To: Mary Fifield, President. Re: Perkins Grant draft report. Includes a copy of the report. 9 p.

#### 013.05.7 – 2004-2005 Perkins Grant Paperwork

- N.D. "FY 2005 Perkins Allocation Budget."
- N.D. "Bunker Hill Community College Carl D. Perkins Program Audit Postsecondary Collaborative FY05 Review Criteria." (Includes a packet with Selected Career & Technical Education Public Two Year College Program Review Criteria, Perkins Act Postsecondary Student Record Review Checklist, copy of Civil Rights Methods Administration Report)
- N.D. Flyer. "How do I get a publication produced?" 2 Copies. (Includes Publication Design Information Form)
- N.D. Perkins Program Brochure Draft. 2 Copies.
- N.D. "Perkins Program Post-It."
- N.D. Printout of PowerPoint slides talking about the Perkins program. 2 Copies. (One copy in color with multiple slides on one page, one copy black and white with one slide per page)
- N.D. "Perkins Review Plan –Stage 1." 2 Copies.

- 2004, March 24. Manual. "Carl D. Perkins Vocational & Applied Technology Education Act of 1998, Public Law 105-332: Perkins III Manual." Massachusetts Department of Education.
- 2004, April 21. Email. From: Judy B. Lindamood. To: Ihines. Re: FY 04-05 budget.
- 2004, April 27. From: R. Boulware. To: Dean Hines. Re: Criminal Justice Budget Request.
- 2004, May 21. Report. "Perkins Allocation: Grant Management Spreadsheet."
- 2004, June 28. Email. From: Claudia Smith-Reid. To: Lee Hines. Re: Perkins '04 Budget Review.
- 2004, July 16. Letter. From: Jeffrey Wheeler. To: Mary Fifield. Re: Carl D. Perkins Vocational and Technical Education Act Review. (Includes a copy of Selected Career & Technical Education Public Two Year College Program Review Criteria and the Civil Rights Methods of Administration Review Criteria – Public Two-Year Colleges)
- 2004, July 16. Report. "Perkins Allocation: Grant Management Spreadsheet." (Document's scope is 9/1/03-8/31/04, includes handwritten notes)
- 2004, August 3. Memo. From: Claudia Smith-Reid. To: Dean Lee Hines. Re: Perkins Program Update and Status.
- 2004, August 4. Email. From: Jane Milley. To: Lee Hines. Re: Perkins Review.
- 2004, August 5. Email. From: Andrea Lyons. To: Linda Ballerini. Re: CISCO. (Cisco was established by Perkins Grant)
- 2004, August 12. Email. From: Linda Ballerini. To: Molly B Ambrose, Milagos Aherrera, Elena O'Leary and Sandra Gaeta. Re: Perkins FT Grant Funded Staff.
- 2004, August 12. Memo. From: Lee Hines and Claudia Smith-Reid. To: Linda Ballerini, Judy Burnett, Sharon Caulfield, Beryl Davis, Bob Flynn, Sondlo Malaba, Jan Buonano and Emily Dibble. Re: Bunker Hill Community College Perkins Program Review.
- 2004, August 12. Memo. From: Linda Ballerini. To: Champa Nagage. Re: FY 05 MA Department of Education Perkins Allocation Award. (Attached is a Interdepartmental Service Agreement Form, an email from Martha S. Hass, and a Grant Management Spreadsheet)
- 2004, September 3. Report. "Perkins Allocation: Grant Management Spreadsheet." (Document's scope is 9/1/03-8/31/04)
- 2004, September 9. Agenda. Perkins Grant Meeting.
- 2004, September 15. Memo. From: Claudia Smith-Reid. To: Full-time adjunct Faculty and Staff. Re: Carl D. Perkins Program. 4 Copies. (2 Additional copies included because wording is slightly different)
- 2004, September 15. Meeting Log. "Perkins Program Audit."

- 2004, September 28. "Perkins Audit Planning Meeting."
- 2004, October 17. Report. "Perkins Allocation: Grant Management Spreadsheet." (Document's scope is 9/1/03-8/31/04)
- 2004, October 29. Memo. From: Claudia Smith-Reid. To: President Fifield. Re: Professional Development '03 to Current.
- 2004, November 16. Memo. From: Dr. Lee J. Hines, Jr. To: Claudia Smith-Reid. Re: Perkins Audit.
- 2005, June 25. "Outcomes from the Final Selection Process." (Document includes section on mini grants budget development and proposal writing)

#### 013.05.8 – 2007 Perkins Grant Paperwork

- 2007. "The Perkins Plan for 2006-2007: Carl D. Perkins Vocational & Technical Education Act of 1998." Crozier, Ed.D., Patrick.

#### 013.05.9 – 2008-2018 Perkins Grant Paperwork

- 2016, October 24. Agenda. Perkins Technical and Education Grant Advisory Committee. 2 p.
- 2017, June 29. Agenda. Perkins Technical and Education Grant Advisory Committee. Includes a budget form. 2 p.
- 2017, October 10. Agenda. Perkins Reports and Research Requests Grants Administration & Institutional Effectiveness.
- 2017, October 31. Report. "FY18 Perkins Postsecondary 5P1 & 5P2 Quarterly Report #1 Bunker Hill Community College." Angoff, Nancy. 4 p.
- 2017, November 17. Agenda. Perkins Technical and Education Grant Advisory Committee.
- c. 2017-2018. Document. "Perkins Grant RFP for Grant Year 2017-18: Non-traditional by Gender Participation and Completion." Includes data on BHCC's program enrollment. 9 p.
- 2018, April 2. Agenda. Perkins Technical Education Grant Advisory Council.
- 2018, June 19. Agenda. Perkins Technical and Education Grant Advisory Committee. Includes data on enrollment and gender. 5 p.
- N.D. Document. "Perkins Postsecondary Institutions Planning and Reporting Nontraditional by Gender Enrollment and Placement." Includes data on BHCC and documents on the upcoming quarterly report. 7 p.

#### RG013.06 – Other Grants

#### **Folder 1 – Other Grants - New Nursing Program (1 of 2)**

- 1975-1978. Grant proposal. "BHCC Nursing Department special project grant #5 DIO NU 01537." Project director, Professor Phyllis J. Gale. Objective: To develop and implement a new Associate Degree Nursing Program.
- 1978, September 25. Report.
- 1975, June 30 – 1978, June 29. Project time. (copy 1 of 2).

#### **Folder 2 – Other Grants - New Nursing Program (2 of 2)**

- 1975-1978. Grant proposal. "BHCC Nursing Department special project grant #5 DIO NU 01537." Project director, Professor Phyllis J. Gale. Objective: To develop and implement a new Associate Degree Nursing Program.
- 1978, September 25. Report.
- 1975, June 30 – 1978, June 29. Project time. (copy 2 of 2).

#### **Folder 3 – Other Grants - National Science Foundation**

- 1997, November. National Science Foundation, Instrumentation and Laboratory Improvement Program Grant proposal. "Teaching Geographic Information Systems (GIS) at the Community College Level." 34 p.

#### **Folder 4 – Other Grants - Nursing Grants 1998-1999**

- 1998, February 11. Memo. From: Office for Campus Based Programs, Division of Student Assistance. To: Health Professions and Nursing Schools. Re: Incomes levels to determine what constitutes a low-income family for purposes of the scholarships for Disadvantaged Students (SDS), Loans for Disadvantaged Students (LDS), and the Financial Assistance for Disadvantaged Health Professions Students (FADHPS) for the 1998-1999 Academic Year.
- 1999, February 9. Loose papers. "Division of Student Assistance." 3 p.
- 1998, April 14. Letter. From: Nursing Scholarship Committee. To: Mr. Antoine Nortelus. Re: Selection for Scholarship. 2 p.
- 1999, November 5. Press Release. "Bunker Hill Community College Receives Grant for Nursing Students From Federal HHS Dept."
- 1999, September 1. Federal Register, vol. 64, no. 169. "Final Eligibility Criteria, Preferences, and Priorities for Scholarships for Disadvantaged Students." 5 p.
- 1999, September 13. Memo. From: Richard W. Boulware. To: Vice President Ortiz. Re: Nursing Scholarship Award Program. Attached: 1999, September 1. Memo. From: Scholarship Team, Office for Campus Based Programs, Division of Student Assistance. To: Health Professions and Nursing Schools. Re: Scholarship for Disadvantaged Students (SDS) Program Award for Academic Year 1999-2000. 3 p.

## **Folder 5 – Other Grants – NETT Consortium (American Computer Foundation) and Polaroid Grant**

- 2000. Submission to the American Computer Foundation. Proposing formation of the New Economy Technology Training (NETT) Consortium, which would target under/unemployed adults in greater Boston. 124 p.
- 2006, April 20. Newspaper clipping. “Bunker Hill Community College receives \$20,000 [Polaroid] Grant.” Bay State Banner. 1 copy.
- 2006, April 20. Newspaper clipping. “BHCC receives [Polaroid] grant.” Chelsea Record. 1 copy.

## **Folder 6 – Other Grants – Vision Project**

- 2011, September 2. Letter. From: Richard Freeland (Massachusetts Department of Higher Education, Commissioner) To: Mary Fifield. Letter notifying Fifield of approved Performance Incentive Grant. 1 p.
- 2011-2012. Document. “Vision Project Performance Incentive Grant: MA Department of Higher Education.” Ballerini, Linda and Canniff, James F. Includes budget information for the 2011-2012 academic year. 2 p.
- 2014. Document. “Massachusetts Department of Higher Education FY 2014 Vision Project Performance Incentive Fund (PIF) Grant Program Bunker Hill Community College.” 10 p.
- 2014, May. Document. “The Vision Project Dashboard: Bunker Hill Community College.” Includes data sets. 12 p.
- 2015, January 12. Agenda. PIF (Vision Project) Grants Team Meeting.
- N.D. Report. “BHCC Vision Project PIF Grant 1 (FY12).” Roller, Steve. Includes data sets and photos. 11 p.
- N.D. Report. “BHCC Vision Project PIF Grant 2 (FY13).” Roller, Steve. Includes data sets and photos. 11 p.
- N.D. Data. “Mass. Department of Higher Education: Vision Project Performance Incentive Grant Program Bunker Hill Community College Three-Year Budget and Narrative.” Includes three tables with budget information. 3 p.
- N.D. Document. The document has two blank tables of scoring guidelines for the review of Vision Project proposals. 2 p.
- N.D. Report. “Massachusetts Department of Higher Education Vision Project Performance Incentive Grant Program Bunker Hill Community College.” 8 p.
- N.D. Report. “Massachusetts Department of Higher Education Vision Project Performance Incentive Grant Program Bunker Hill Community College: Interim Report on First-Year Project Activities.” 3 p.

### **Folder 7 – Other Grants - Louis Stokes Alliance for Minority Participation Program (LSAMP)**

- 2007. Document. “Institutional Data Request Form.” Includes two different copies of the form, each asking for similar information. 4 p.
- 2007, June 7. Document. “UM-LSAMP Evaluation Plan.” 17 p.
- 2007, August 16. Letter. From: Katherine Gustafson. To: Len Mhlaba. Re: LSAMP Contract: Signature approval needed. Includes a statement of work document. 5 p.
- 2007, August 22. Letter. From: Linda Ballerini. To: Vishal Soni. Re: Sub-Recipient Agreement between the University of Massachusetts Boston and Bunker Hill Community College. Includes a copy of the agreement. 24 p.
- 2007, August 22. Minutes. BHCC/UMASS STEM Opportunities. Includes discussions on LSAMP and other STEM programs. 2 p.
- 2007, September 5. Email. From: Katherine Gustafson. To: Emily Dibble. Re: Info RE LSAMP data request.

### **Folder 8 – Other Grants - Department of Labor Employment and Training Administration (DOL ETA) Grant**

- 2014, January 23. Agenda. U.S. DOL ETA Core Monitoring Review. Includes an overview of days one through four. 8 p.
- 2014, February 24. Agenda. Northeast Resiliency Consortium BHCC Core Team.
- 2014, April 28. Agenda. Northeast Resiliency Consortium BHCC Core Team.
- N.D. Proposal. “Northeast Resiliency Consortium.” Passaic Community College, Kingsborough Community College, Housatonic Community College, Bunker Hill Community College, Capital Community College, La Guardia Community College, and Atlantic Cape Community College. Submitted to the United States Department of Labor. Includes a technical proposal, budget and planning documents, and communications. 253 p.

### **Folder 9 – Other Grants – Massachusetts Community College and Workforce Development Transformation Agenda (MACCWDTA)**

- c. 2012. Document. “MACCWDTA Work Plan Cover Sheet.” Steve Roller, Bunker Hill Community College. Includes a summary of the project, an overview of the strategies, and a copy of BHCC’s work plan. 12 p. 2 copies (one copy does not include the work plan, making it 5 p.).
- 2012, January 24. Document. “Massachusetts Community College and Workforce Development Transformation Agenda (MACCWDTA): Reporting & Evaluation Measures.” 4 p. 2 copies.
- 2012, February 3. Document. “MACCWDTA Revised Progress and Implementation Measures: Quinsigamond Community College Grant Agreement #TC-22505-11-60-A-25.”

Includes a table with strategies, how they are being implemented, and current progress. 5 p.

- 2012, March 3. Document. "MACCWDTA Work Plan." Bunker Hill Community College. Includes a table outlining the goals of the grant, the time range to complete each goal, and the department/person responsible for each goal. 3 p.
- 2012, March 7. Document. "Massachusetts Community College and Workforce Development Transformation Agenda: Reporting and Evaluation Workshop." Includes a table that outlines activities, departments responsible for the activities, and deadlines. 4 p.
- 2012, June 25. Document. "Certificate and Degree Programs to be Developed through the MCCWDTA." 4 p.
- N.D. Document. "MACCWDTA Abstract." Quinsigamond Community College (QCC). Includes a description of the grant project, its partners, and its outcomes. 2 p.
- N.D. Document. "MACCWDTA Priorities and Strategies."

#### **RG014 – Sabbatical Records**

##### **Box 1**

##### **Application for Sabbatical Leave**

- 1979, December 4. Application for Sabbatical Leave. Hickey, Elaine Andrews. "Alcoholism Counseling.]"
- 1980, January 21. Application for Sabbatical Leave. Earl Stephen Harper. "Learning Technology in Community College: Preview and Future Prospects in Relation to Educational Values."
- 1980, February 7. Preliminary Grant Proposal. Steve Harper. "Student Attitudes Toward the New Technology of Learning in Community Colleges." 2 copies.
- 1988, April 18. Application For Sabbatical Leave. Elcox, Kathleen M. Ph.D. research regarding HIV/AIDS. 4 p.
- 1988, November. Application for Sabbatical Leave. Tsakarissianos, Anna. Learning Spanish to better teach the growing Spanish speaking population enrolling. Includes statistical data regarding BHCC enrollment. 5 p. 2 copies.
- 1989, January. Application for Sabbatical Leave. Diamond, Mark. Using new technology for professional usage in photography? 3 p. 2 copies.
- 1989, January. Application for Sabbatical Leave. Elcox, Kathleen M. "Strategies for the Future and Structured Health Education Program for BHCC". 7 p. 2 copies.
- 1989, January. Application for Sabbatical Leave. Self, Mary Anne. Biology technological advancements and implementation into BHCC labs. Includes Mary Anne Self's resume. 6 p. 2 copies.



- 1989, January 12. Application for Sabbatical Leave. Vasile, Albert J. Interview key people within radio stations for first hand view into field for aspiring students wanting to go into radio announcing/broadcasting. 4 p. 2 copies.
- 1989, April. Application for Sabbatical Leave. Chisholm, Charles J. Return to graduate school to work on Ph.D. 2 p. 2 copies.
- 1989, April. Application for Sabbatical Leave. Diamond, Mark. Researching new methodologies for artificial lighting in Photography. 4 p. 2 copies.
- 1989, April. Application for Sabbatical Leave. Olson, Ann Marie. Microbiology study to create an updated lab manual. 3 p. 2 copies.
- 1989, April 12. Application for Sabbatical Leave. Tsakarissianos, Anna. Travel to Costa Rica and Mexico to learn Spanish. Includes BHCC ethnic population studies. 5 p. 2 copies.
- 1989, April 25. Application for Sabbatical Leave. Vasile, Albert J. Interview key people within radio stations for first hand view into field for aspiring students wanting to go into radio announcing/broadcasting. 4 p. 2 copies.
- 1990, April 27. Application for Sabbatical Leave. Brent, Renate Lepehne. Develop Manual for Applying a Systems Approach to Course-Curriculum Development. 2 p. 2 copies.
- 1990, April? Application for Sabbatical Leave. Ridout, Theodore C. Jr. Research and Write course materials for RDG 090 and RDG 095. 2 p. 2 copies.
- 1990, April? Application for Sabbatical Leave. Diamond, Mark. Photography and new methodologies for artificial lighting. 3 p.
- 1992, January. Application for Sabbatical Leave. McKenna, Kathleen L. Cross-Cultural student retention research. 5 p.
- 1992. Application For Sabbatical Leave. Fong, Cynthia. Reworking ESL course materials and books. Includes sample materials Cynthia Fong has created for their ESL courses. 7 p.
- 1992, February 13. Application for Sabbatical Leave. Salisbury, Luke. Developing year-long capstone class.
- 1992, March 4. Memo. From: Barbara Masci-Mirabello. To: Sabbatical Committee. RE: Proposal for Sabbatical Leave. 5 p.
- 1992. Application for Sabbatical Leave. Schwitzer, Michelle. Rewriting ENG 095 course. 3 p.
- 1992. Application for Sabbatical Leave. Ivers, Ruth E. Research handbook for students/faculty. 2 p. 2 copies.
- 1992, April 27. Application for Sabbatical Leave. Ivers, Ruth E. Theatre festival for Community Colleges of New England. 3 p.

- 1992, April 30. Application for Sabbatical Leave. O'Brien, James J. Jr. Ocean Studies Program development. 2 p.
- 1992. Application for Sabbatical Leave. Manville, Joanne. "Development of a Screening, Testing and remediation Program for Students Underprepared for MAT090." 3 p. 2 copies.
- 1992, April 30. Application for Sabbatical Leave. Masci-Mirabello, Barbara. Computer technology in the college and updating technology. 6 p. 2 copies.
- 1992. Application for Sabbatical Leave. Rosser, Jennifer. Develop multi-cultural literature course. 3 p. 2 copies.
- 1999. Document. "Timeline and Process for Sabbatical Applications For Academic Year 1999-00." 2 p.

### **Sabbatical Reports**

- 1980. Sabbatical report. Peter E. Siegle. "Two Cultures: One World."
- 1980. Sabbatical report. James B. Whippie. "Two Cultures, One World: The Ways of Japan and the US."
- 1981. Sabbatical report. Herbert I. Cross.
- 1982. Sabbatical report. Anderson, B.J.
- 1983. Sabbatical report. Fox, Vivian C. "Unemployment During Economic Depression: Its Impact on the Family."
- 1984. Sabbatical report. Ridout, Ted. "How to Learn from a Textbook in the Content Areas."
- 1985, Spring Semester. Sabbatical report. Connors, Donald B. "An Implementation Model for Teaching Computer Literacy."
- 1985, Spring Semester. Sabbatical report. Myers, Nancy.
- 1985, May. Sabbatical report. Bowe, J.J. "Development of a Working Relationship for Sharing Technological Education with Industry." 2 copies.
- 1985, September 6. Sabbatical report. Meagher, John. "Dialogue Language Practice through Oral History for Advanced ESL students." 2 copies.
- 1985, November 18. Sabbatical report. Mahler, Audrey. "Report of Activity and Accomplishment."
- 1986, Spring Semester. Sabbatical report. Umansky, Anne. R. "Masterpieces of World Literature I and II."
- 1986, Fall Semester. Sabbatical report. Dunbar, Shirley.
- 1986, Fall Semester. Sabbatical report. Scott, Lawrence. S. "Statement of Sabbatical Activity: Survey of Educational Programs at Prisons in the Boston Area."

### **Box 2**

- 1987, Spring Semester. Sabbatical report. Jackson, Gerald.
- 1988, Spring Semester. Sabbatical report. Gross, Herbert. "Summary of Sabbatical Leave Activities."
- 1988, Spring Semester. Sabbatical report. Zwicker, Marilyn F. "A Curricular and Cultural Exchange with the University of Puerto Rico Humacao College."
- 1988, April 15. Sabbatical report. Puopolo, Michael. T.
- 1988, June. Sabbatical report. Massey, David. "Report on a Study of the Progress of Entering Developmental Level Students at Bunker Hill Community College."
- 1988, Fall Semester. Sabbatical report. Chickering, Morgan.
- 1988, Fall Semester. Sabbatical report. McLaughlin, Tim.
- 1988. Sabbatical report. McGlynn, Courtney.
- 1988-1994. Sabbatical reports. Clifford, Doug. Some material may be restricted
- 1990, January. Sabbatical report. Elcox, Kathleen "Health Education for Bunker Hill Community College."
- 1995, Spring Semester. Sabbatical report. Oliveri, Natalie. "Critical Thinking, Critical Writing."
- 1995, Summer. Sabbatical report. Todd, Mary. "Bunker Hill Community College and the Myers-Briggs Indicator 1985-1995." 2 copies.

### **Box 3**

- 1996, Fall Semester. Sabbatical report. Bergmann, Linda. "Career Exploration Visits with Local High schools". 2 copies.
- 1997, August 20. Memo. From: Deans' Committee. To: The College Community. Re: Sabbatical Leave Process.
- 1997, Fall Semester. Sabbatical report. Vasile, Albert. J. "Nonsexist Language."
- 2000, August 3. Sabbatical report. Massaro, Alessandro. "An Assessment of the Academic ESL Department's Curriculums and ESL Student Performance, 1983-2000: A Qualitative Quantitative Report."
- 2000, Fall Semester. Sabbatical report (includes CD-ROM). Tsakarissanos, Anna.

### **Box 4**

- 2001, July. Sabbatical report. Kiddy, Jacqueline. "Coaching for Academic Success."
- 2003, May 5. Sabbatical report. Salisbury, Luke. "Creating a Multi-Ethnic Literature Course."
- 2004, December 4. Sabbatical report. Massey, David. "Individual Field Trip Assignments in the Boston Area Done for Students in World Civilizations I and World Regional Geography Courses at Bunker Hill Community College."

- 2004. Sabbatical report. McGlynn, Courtney. "A blueprint for change."
- 2005, August. Sabbatical report. Griffin, G. William. "Organic chemistry concepts a guide for the moderately bewildered student of organic chemistry." 159 pages.
- 2006, October 16. Sabbatical report. Gupta, Sharda. "Faculty and Student Experience with Writing across the Curriculum."
- 2007, January. report (includes CD-ROM). Ramirez, Argentina.
- 2018. Report. "Arts Integrated Projects for Adult English Language Learning: Sabbatical Report 2018." English Language Learning. Naggie, Lindsay. 102 pages. 2 copies.

### **RG015 – NEASC Accreditation**

#### **RG015.03 NEASC Steering Committee 2000 Accreditation Records**

RG015 – NEASC accreditation records (NEASC Committee)

RG015.03 – NEASC 2000 accreditation [*FINDING AID*]

#### **Box 1**

#### **Standard One – Mission & Purposes**

#### **Folder 1: NEASC Self-Study Documents Index Final Statement**

- 2000, April 5. Memo. From: President Fifield. To: BHCC Faculty and Staff. Re: NEASC Accreditation Visit. 2 p.
- N.D. Document. "Materials Supporting the BHCC Institutional Self-Study." New England Association of Schools and Colleges Inc. 24 p.

#### **Folder 2: Standard 1. Mission & Purpose**

- N.D. Document. This document contains descriptions of the different mission statements that guide BHCC. 6 p.

#### **Folder 3: Standard 1: Mission & Purposes; Mission Survey**

- 1998, October 20. Memo. From: Bill Griffin. To: Co-Chairs of NEASC Steering Committee, Anne Minton and Tom Wylie, and NEASC Mission and Purpose Committee Members: Wilma Bonaparte; Shirley Cassara; Anna Melloni; Amparo Hernandez-Folch; Bill Griffin; Betsey Mariere; Jim McCann; Gihan Suliman; Linda Weinstein. Re: Progress Report of Committee Activity (Combined Minutes).
- 1998, October 27. Survey. "The Mission of BHCC Survey."
- 1998, November 18. Letter. To: Anne Hyde, Chair Board of Trustees. From: Bill Griffin & Shirley Cassara. 2 p.
- 1998, December 3. Report. "NEASC Progress Report Mission and Purposes." 6 p.
- 1998, December 4. Report. "Results of Professional Day Survey of BHCC Mission to the College Community." 6 p.
- 1999, January 27. Memo. From: Bill Griffin. To: Mission and Purpose Committee. Re: Responses from Purpose Survey (Dec. 1998). 4 p.

- 1999, February 3. Memo. From: Tom Wylie and Anne Minton. To: Shirley Cassara and Bill Griffin. Re: Comments of the first draft of the Mission & Purposes Standard. 3 p.
- 1999, April 7. Document. "NEASC Standard One Mission & Purposes: Appraisal." 8 p.
- 1999, July 21. Document. "NEASC Standard One Mission & Purposes: Evaluation of Survey Data from the College Community." 8 p.

#### **Folder 4: NEASC Standard One Task Force Raw Data**

- 1998, October 20. Memo. From: Bill Griffin. To: Co-Chairs of NEASC Steering Committee, Anne Minton and Tom Wylie, and NEASC Mission and Purpose Committee Members: Wilma Bonaparte; Shirley Cassara; Anna Melloni; Amparo Hernandez-Folch; Bill Griffin; Betsey Mariere; Jim McCann; Gihan Suliman; Linda Weinstein. Re: Progress Report of Committee Activity (Combined Minutes). 2 p.
- 1998, October 23. Memo. From: Bill Griffin. To: Tom Wylie. Re: BHCC Professional Development Day. Another memo from the same day between From: Bill Griffin. To: Jay Vogt regarding Professional Development Day is on the other side of the memo for Tom Wylie.
- 1998, October 27. Document. "Professional Day Draft: Notes from Breakout Sessions." 11 p.
- 1998, October 27. Document. "Raw data from 'Break Out' Session on Professional Development Day."
- 1998, November 18. Letter. From: Bill Griffin and Shirley Cassara. To: Anne Hyde. Re: NEASC Self-Study Standard One.
- 1998, December 4. Document. "Mission and Purposes." 3 p.
- 1999, January 27. Memo. From: Bill Griffin. To: Mission and Purpose Committee. Re: Responses from Purpose Survey (Dec. 1998). 4 p. 2 copies.
- 1999, February 2. Document. "Mission and Purposes." 6 p.
- 1999, February 3. Memo. From: Tom Wylie and Anne Minton. To: Shirley Cassara and Bill Griffin. Re: Comments on first draft. 3 p.
- 1999, February 11. Minutes. NEASC Steering Committee.
- 1999, February 24. Document. "Mission Statement – Iteration #1 – Professional Development Day 3/99." 2 copies.
- 1999, February 26. Memo. From: The Long-Range Planning Committee, the Professional Development Committee, and NEASC Taskforce on Planning and Evaluation. To: All faculty and staff. Re: Professional Development Day, March 2, 1999. 4 p.
- 1999, March 29. Document. "Neasc--Purposes for Global Effectiveness." Linda K. Weinstein.
- 1999, March 29. Document. "Mission and Purposes: Appraisal 11." 7 p. 2 copies.

- 1999, April 8. Memo. From: Tom Wylie and Anne Minton. To: Shirley Cassara and Bill Griffin. Re: Comments on draft of description and appraisal. 2 p. 2 copies.
- 1999, April 12. Document. "Mission and Purposes: Projection."
- 1999, April 16. Document. "Mission and Purposes: Appraisal 13." 6 p.
- 1999, April 27. Document. "Mission and Purposes: Projection 1."
- 1999, May. Document. "Mission and Purposes: Appraisal 15." 10 p. 2 copies.
- 1999, May 4. Document. "Mission and Purposes: Projection 2." 4 p. 2 copies.
- 1999, May 26. Document. "Mission and Purpose: Evaluation of Survey Data from the College Community." 8 p. 2 copies.
- 1999, July 21. Document. "Mission and Purpose: Appraisal." 2 p. 2 copies.
- 1999, July 23. Memo. From: Tom Wylie, Executive Dean. To: Dr. Shirley Cassara and Professor Bill Griffin. Re: Draft of appraisal and projection sections of mission and purpose. Includes a copy of the draft. 4 p.
- N.D. Document. "Bunker Hill Community College Institutional Mission." 2 p.
- N.D. Memo. To: NEASC Mission and Purpose Committee: Shirley Cassara; Anna Melloni; Amparo Hernandez-Folch; Bill Griffin; Linda Weinstein; Betsey Mariere; Wilma Bonaparte. Re: Collection of Mission Data for October 27 Professional Day. Includes a copy of the mission statement and handwritten notes. 4 p.
- N.D. Document. "The Assessment Process: A Way to Improve Institutional Effectiveness." 3 p.
- N.D. Document. "Bunker Hill Community College NEASC Mission & Purposes Task Force."
- N.D. Memo. From: NEASC Mission and Purposes Task Force. To: The College Community. Re: Professional Development Day 3/99. 2 copies.
- N.D. Document. This document is an outline of BHCC's mission, values, and goals. 2 copies.
- N.D. Document. "Mission." 2 p.
- N.D. Document. "Bunker Hill Community College NEASC Mission & Purposes Committee."
- N.D. Document. "Policy Category II: Governance Process."
- N.D. Document. "Report to the College Community of the Results of Professional Day Survey of BHCC's Current Mission." 2 p.
- N.D. Document. "Mission and Purposes: Description 3." 4 p. 2 copies.
- N.D. Document. "Mission and Purposes: Description 4." 3 p.
- N.D. Document. "Mission and Purposes: Description 5." 3 p. 2 copies.
- N.D. Document. "Mission and Purposes: Description" 10 p. 2 copies.

- N.D. Memo. From: Bill Giffin. To: Tom Wylie, Executive Dean. Re: Mission and Purposes Draft.
- N.D. Document. "Bunker Hill Community College: Mission & Purposes Task Force."
- N.D. Document. "NEASC Mission and Purposes: Appendix A." 4 p. 2 copies.
- N.D. Document. "Bunker Hill Community College NEASC Mission & Purposes Committee."
- N.D. Loose paper. This document describes the purpose of BHCC.

## **Folder 5: NEASC Task Force Raw Data Surveys**

### Standard Two – Planning & Evaluation

#### **Folder 1: Master Plan Review & Evaluation**

- 1996, December 31. Original Master Plan Review & Evaluation

#### **Folder 2: NEASC Long Range Plan**

- 1999, September. "Transforming BHCC" Progress Report Notes & Description
- 1999, September. Action Plans 1999-2000.
- N.D. Instructions for Preparation of Work Sheets for BHCC Long Range plan.
- 1998, December 9. Description and Notes. NEASC Planning & Evaluation Task Force.
- 1999, February 18. Memo. To: Sakamoto & Tully. From: Wylie & Minton. Re: comments on first draft of Standard 2 description.

#### **Folder 3: Evaluation Needs Survey – Chelsea**

- N.D. Evaluation Needs Survey for the New Chelsea Campus.
- 1998, March. Addendum to Final Draft
- 1998, February. Educational Needs Survey for the New Chelsea Campus.
- 1997, April 22. New Chelsea Campus Document.

#### **Folder 4: Memos to Long Range Planning Committee and Planning & Evaluation Taskforce from Wylie regarding Professional Day**

- 1999, February 26. Memo. To: Wylie. From: NEASC Planning & Evaluation Committee. Re: Questions Professional Day.
- 1998, October 19. Handwritten notes. Re: Professional Development Days. Wylie. 6 pg.
- 2000, Spring. Evaluation Summary.
- 1999, Fall. Evaluation Summary.
- 1999, March 2. Professional Development Day Evaluation Sheets (5) with comments.

- N.D. Memo. To: Faculty & Staff. From: Long Range Planning Committee, Planning & Development Committee, NEASC Taskforce on Planning & Evaluation. Re: Professional Day 3/2/99”

**Folder 5: Assessment Center Statistical Reports**

- 2000, Spring. Assessment Center Statistical Report
- 1999, Fall. Assessment Center Statistical Report
- 1999, Spring. Assessment Center Statistical Report
- 1998, Fall. Assessment Center Statistical Report
- 1998, Spring. Assessment Center Statistical Report
- 1997, Spring. Assessment Center Statistical Report
- 2000. Gelb Report. “Fourth Annual Arthur Gelb College-to-School Report for Massachusetts High School Graduates.” Massachusetts Board of Higher Education.

**Folder 6: Future Directions - Transforming Nursing Education**

- N.D. Future Directions – Transforming Nursing Education at Bunker Hill Community College

**Folder 7: Workforce Development & International Business Center.**

- N.D. Sales and Marketing Plan

**Folders 8, 9, and 10: Technology**

- 2000. Technology Plan 2000
- 1998, October. Long Range Technology Overview, Comers of Completion, Directions in Technology.
- 1998, January. Binder - Statewide Information Technology Planning Project
- 1999 – 2000. Title III External Evaluation Year Two Interim Report.
- 2000, January 24. Board of Trustees Technology Report
- 1998, Fall. State Technology Plan for the MBHE
- 1998, September. BHCC Technology Plan
- 1997 – 2000. Technology & Title III Reports to Trustees
- 1995. Report to Executive Staff
- Title III 1997-2002: June, 1997. Power point presentation to Trustees.

**Box 2 (Standard Two continued)**

**Folder 1: Graduate Follow-up Survey**

- 1998, Summer. Survey. “Twenty-second Annual Graduate Follow-up Survey, 1996 Graduates.” Includes appendix. 47 pages.



**Folder 2: External Studies/Telecourse Program Evaluation****Folder 3: Action Plans 2000-2001**

- Action Plans 2000-2001 (missing).
- 2000, March 20. Memo. To: Cost Center Managers. From: Dr. Ortiz Re: Action Plans.
- N.D. FY2001 Action Plan Recommendations, Institutional Goals and Institutional Objectives
- N.D. Transformation Continues: Proposed Action Plans Third Quarterly Report-Year I (Action Plans) Draft of Institutional Goals and Objectives”

**Folder 4: Title III Grant Documents**

- 2002. Title III Grant 1997-2000
- 1999, April 27. U.S. Department of Education Grant Performance Report
- 1998, April 28. U.S. Department of Education Grant Performance Report

**Folder 5: Future Search**

- N.D. “Future Search 2000, Future Search Conference Planning Team Manual”

**Folder 6: Long Range Planning for Future Search**

- 1999, February 16. Faculty & Staff Newsletter.
- 1999, February 26. Faculty & Staff Newsletter.
- 1999. Potential External Stakeholders for January 19-20. Draft.
- N.D. Future Search Fact Sheet.
- 1998, October 19. Letter to all Faculty & Staff from President Fifield regarding Future Search.
- 1998, October 1. Memo to President, et al from Wylie regarding materials for next meeting with Jay Vogt.
- N.D. Draft of Strategic Plan and handwritten notes.
- 1998, September 15. Memo to President, et al, from Wylie regarding materials for 9/10 meeting with Jay Vogt.
- 1998, September 13. Summary notes Planning Committee 9/10/98 meeting
- N.D. Planning document for Future Search.
- 1998. August 25. Memo to President, et al from Wylie regarding materials for next meeting.
- N.D. Memo to Long Range Planning Committee from Maria O’Brien Re: meeting scheduled for 5/7/98 (handwritten notes also),
- 1998, March 3. Memo to BHCC Faculty & Staff from President regarding Long Range Planning Visit - Richard Alfred and Pat Carter.
- 1998. March 26. Memo to Long Range Planning Committee members from Maria O’Brien regarding meeting scheduled for 3/31 and 4/7.

- 1996, September. Colleges and Schools. 6 pages of hand notes.
- N.D. Defining Our Future: BHCC Planning Work Plan.
- N.D. Memo to Professional Development Committee from Wylie regarding comments from discussion groups in Room B 113 and notes. Topics for May 9 Planning Session

**Folder 7: 1999, February. “Back to the Future” event**

- Flyer. “Back to the Future.”
- Documents. Relating to Future Search, Documents and Mind Maps, Tallies, Comments on Recommendation.
- 1999, February 2. Memo To all Faculty and Staff for Long Range Planning regarding Proposed College Goals from the Future Search Committee. 4 pages of handwritten notes

**Folder 8: Graduating Student Satisfaction/Needs Survey**

- 1999, June 23. 1999 Graduating Student Satisfaction/Needs Survey
- 1994, November 8. 1994 Spring ACT Survey
- 1994, November 2. 1994 Spring ACT Survey

**Folder 9: Transfer Data Reports**

- 1998, February 10. Memo regarding Transfer Data Report.
- 1998. Transfer Data report.
- 1994, Fall. Transfer Data report.
- 1994, March 1. Transfer Data report.
- 1992. Transfer Data report.
- 1991. Transfer Data report.
- 1989. Transfer Data report.
- 1988. Transfer Data report.

**Folder 10: Report on Registrations**

- 1997, December 2. Report on Registration.

**Folder 11: Greater Boston Labor Market**

- 1998, November 19. Greater Boston Labor Market Overview of Issues and Trends.

**Folder 12: AACC/ACT Community College Survey**

**Folder 13: Comprehensive Development Plan**

- N.D. Comprehensive Development Plan Part I

**Folder 14: Long Range Planning**

- 1998, December 1. Long Range Planning Discussion Outline.
- 1998, December 11. Institutional Long Range Planning.

**Folder 15: College Wide Strategic Plan**

- 1997, Fall. College Wide Strategic Plan - Scheduled for 10/9/97.
- 1997, October 1. College Wide Strategic Planning Project.
- 1999, September 19. Memo to Full-time Faculty and Staff on College Wide Planning.
- N.D. May 9. Planning Evaluation Comments.
- N.D. College Wide Planning Sessions Results: rank ordered
- 2000, January 18. Binder - Briefing Packet.

**Folder 16: NEASC Preparation Documents**

- 1999, December 28. (?) Memo to Bill Hart from Minton/Ortiz regarding NEASC Informational Luncheons.
- 1998, September 3. Document - Preparing for Accreditation Evaluation April 2-5, 2000.
- 1998, August 18. Position paper on Planning Process (draft to Long Range Planning Committee.)
- 1998, August 6. Memo to President, et al from Wylie regarding materials for meeting of 8/18/98.
- 1998, July 15. Memo and documents to Dr. Ortiz, et al from President regarding Monday, August 3 Planning Session.
- N.D. Document - planning process. 2 pages.

**Folder 17: Standards 2 Work Group**

- 2008, February 3. Minutes. NEASC Standards 2 Work Group.
- 2008, March 24. Minutes. NEASC Standards 2 Work Group. 5 p. 2 copies.
- 2009, March 13. Document. "Standard 2 — Planning and Evaluation 2nd Draft Reporting." Lindamood, Judy and Leavitt, David. 3 p.
- N.D. Document. "NEASC Standard 2: Documents and Electronic Data Needed." 3 p. 2 copies.

**Folder 18: Reports and Documents**

- 2009, April 10. Report. "NEASC Standard 2 3<sup>rd</sup> Report." Includes a copy of minutes from the Standards 2 Work Group and a paper listing the documents needed by the group. 16 p.
- N.D. Document. "Standard Two: Planning and Evaluation." Includes an overview of the goals of this standard and a copy of the college's self-study report from 2000. 74 p.

**Box 3****Standard Three – Organization & Governance****Folder 1: Governance**

- 1999, January 13. "NEASC Standard Three organization & Governance Description." Draft.

- 1999, September 1. BHCC Organizational Charts.
- 2011, January 7. BHcc organizational charts.
- N.D. NEASC Organization and Governance Taskforce Survey.
- N.D. Governance Document of the College Forum.
- N.D. Massachusetts General Laws, Chapter 15A. Public Education.

**Folder 2: Board of Trustees**

- N.D. Board of Trustees By-Laws
- N.D. BHCC Board of Trustees Governance Policies
- N.D. Board of Trustees Manual (?)”

**Folder 3: Trust Fund Guidelines**

**Folder 4: Strategic Plan**

- N.D. “Binder BHCC”
- N.D. “A new College for a New Century”
- N.D. “3 year Strategic Plan 1999 - 2000”
- 1998, October 21. Memo To All Bunker Hill Community College Employees. From Piedad F. Robertson. Subject: Strategic Directions for BHCC.

**Binder: BHCC Policies and Procedures 1996-1997**

**Folder 5: Administrative Reorganization file is available in President’s Office**

Standard Four – Programs and Instruction

- 1998. “Guidelines for Conducting Academic Program Reviews
- 1996, September 5. Memo to James Ware.
- N.D. Allied Health Certificate Program Review
- N.D. Communication Program Review
- N.D. Culinary Arts Program Review
- N.D. Cardiovascular Ultrasound (Consolidated Stage I & II application)
- 1997. Cardiovascular Ultrasound Self-Study
- 1997. Electronic Technology Self-Study
- N.D. ESL Self-Study
- Hotel/Restaurant/Travel/Management Program Review.
- N.D. Program evaluation departmental response.
- 1997, April 3. Program evaluation.
- 1997, March. Program review.

**Box 4 (Standard Four continued)**

- 1998. Graphic Art & Visual Communication Self-Study.
- N.D. Health Careers Opportunity Program Review
- 1995 – 1996. Media Technology Program Review
- Medical Radiography.
  - 1999. Medical Radiography Self-Study. Narrative Plus Exhibits 1-15, Narrative Plus Exhibits 16-45.
- 1998. Office Administration Program Review 1998
- 1998. Department of Community and Public Service Self- Study 1998

**Box 5 (Standard Four continued)**

- Folder: Self-Study of an Educational Program in Surgical Technology
- Articulation Agreements (note: Agreements in Folders 16-35)
  - UMass Amherst
  - Bentley College
  - Boston University College of Engineering
  - Bradford College
  - Emmanuel College Nursing Mobility
  - Emmanuel College Adult Studies
  - Framingham State College
  - Historically Black Colleges and Universities
  - Lesley College
  - Metro-Boston Tech Prep Consortium
  - Mt. Ida College
  - New Hampshire College
  - Northeastern University
  - Pine Manor College ('91 & '98) (Includes Certificate)
  - Salem State College
  - Simmons College
  - Suffolk University
  - Tuskegee University
  - UMass Boston
  - Vermont College
  - Wheelock College
- "College Forum Update 11/9/99,
  - Approval form establishing Gen Review,
  - Characteristics of Effective Assessment Methods,

- GenEd Review/Faculty & Staff Survey,
- GenEd Review/Student Survey,
- GenEd Employer Survey;
- Alumni Survey, Booklet: A Guide To General Education at Bunker Hill Community College (see also 11.08),
- AAF Article on Outcomes Assessment by Peggy L. Maki,
- 2000, February 1. Document: "Moving Ahead with General Education at BHCC 2/1/00"
- General Education (Gen Ed) Review.
- Final GenEd Review (?)
- Nursing Report on NCLEX-RN
- Community Education.
  - N.D. Microsoft Certified Professional Training Program FY99 Financial Report.
  - N.D. Institute for Corporate & Community Development Status Report
  - 1999, April 6. Memo to President from O'Shea Re: request for FY99 budget increase.
  - 1999, May 5. Facilities Rental.
  - N.D. Institute for Corporate & Community Development Contracts for Services FY 99,
  - 1999. April 2. Community Education.
  - 1999, March 16. FY 99 - The Institute Expense Report.
  - 1998, December 14. Community Education Fall 1998.
  - 1998, December 14. Community Education Fall 1998.
- Miscellaneous Documents.
  - Academic Affairs Program Reviews and notes
  - Distance Education Brochure
  - Spring 2000 Courses Brochure
  - UMass Boston Course at BHCC
  - Spring 2000 Registration Brochure
  - 1999 Commencement Honors & Awards
  - Joint Admission with UMass Brochure
  - 1999 CSDL Brochure
  - Spring 1999 Community Education Bulletin Brochure
  - Fall 1999 Employee Development Opportunities Brochure. 2 copies.
  - Article on Distance Education in MCCC Newsletter
  - 1999, April 15. Draft of Information Literacy Article

- 1999. April 9. Memo to Faculty & Staff from Shairs & Sakamoto re: TopClass Workshop.
- Document from NEASC Committee on Standard 4
- Fall 1999 Chelsea Courses Brochure
- Summer 1998 Non-Credit Courses Brochure
- N.D. "Standard Four: The Academic Program." Draft.
- Programs & Instruction Taskforce.
  - 1998, September 29. Minutes.
  - 1998, September 29. Agenda.
  - N.D. Themes/NEASC/Standard. 4,
  - N.D. Standard 4 Programs and Instruction,
  - 1998, September 2. Memo to Standard 4 Taskforce from MacKenzie/McLaughlin Re: first meeting.
- Technology Review.
  - Binder - Technology Review Backup Sections 1-14.
  - Binder - Technology Review Backup Sections 15-28.
- NEASC Standard Supporting Documentation.
  - 1999, February 8. Memo to McLaughlin/MacKenzie from Wylie/Minton Re: Comments on second draft of descriptive section.
  - 1998, November 13. Memo to NEASC Programs & Instruction Taskforce from McLaughlin/MacKenzie re drafts of description section.
  - 1998, October 30. Document re: NEASC.

#### Standard Five – Faculty

- Faculty Task Force.
  - 1999, January 27. Memo to Boulware/Ortiz from Wylie/Minton
    - Comments on first draft
    - NEASC Standard First Draft
    - Items to be collected for NEASC
      - 1998, September 22. Faculty Task Force meeting agenda 9/22/98.
    - Faculty
    - Professional development
    - NEASC Survey Professional Development
      - 1998, October 9. Memo. To: Faculty Task Force. From: Ortiz/Boulware. Re: 10/15/98 meeting.
      - 1998, September 22. Memo. To: NEASC FTC. From recorder. Re: minutes first meeting.
- Faculty Hiring Guidelines.
  - Hiring Guidelines

- o Memo re: Faculty Search Committees
- MCCC Agreement.
  - o 1996, February 29. MCCC agreement.
- Faculty Publications.
  - o Teaching for Our Times. v.1.
- Binder – 1999, August 25. Faculty Resource Book.
- Binder – NEASC Task Force.
  - o Faculty Binder with raw data material from committee
- 1999-2000 Organization Manual
- Folder – 1999-2000 Student Handbook
- Folder – Student Government Association Constitution
- Folder – Orientation 2000.
  - o Our First Year Experience Report
  - o E-mail. Re: “Our First Year Experience Report”
  - o Welcome Week flyer
  - o Flyer for 1/26
  - o Folder – 1999, October 6. Sexual Harassment Policy
  - o 1999-2000 Student Handbook.
  - o 1998-1999 Student Handbook.
  - o 1999, October 6. BHCC Policy concerning sexual harassment.
  - o 1999, October 6. Memo from Molly Ambrose.
- Folder – Student Records.
  - o 1999, February 1. Memo. To: BHCC. From: Charland. Re: Student record access, FERPA.
  - o 1998, Spring. FERPA Document.
  - o 1997, June 26. Memo. To: BHCC. From: Charland. Re: Student record access, FERPA.
  - o N.D. Institutional Policy Statements.
- Folder – Evaluation & Planning.
  - o N.D. Brochure. Facts about BHCC.
  - o 1999, September. Document. Action Plans 1999-2000.
  - o 1999, October 2. Memo. Re: Pilot Survey by AASCC/ACT.
  - o 1999, September 9. ACT Survey form.
  - o N.D. HECC Performance Evaluation Form.
  - o N.D. Community College Times Article by Diane Giles.
  - o 1998, October 19. Minutes. Enrollment Management Taskforce.
  - o 1998, September 28. Memo. To: Massey. From Dr. Ortiz. Re: Registration Process.
  - o 1998, August 24. Minutes. Enrollment Management Taskforce.
  - o 1998, August 3. Minutes. Enrollment Management Taskforce.
  - o 1998, July 20. Minutes. Enrollment Management Taskforce.
  - o 1998, July 22. Minutes. Retreat.
  - o 1998, April 13. Memo. To: Sanford-Harris. From: Suby. Re: Retreat.
  - o 1997, December 2. Document. Report on Registration.



- o N.D. Document. 1997-1998 Goals.
- o 1997, July 2. Minutes. Retreat.
- o 1997, January 31. Memo. To: O'Shea. From: Sanford-Harris. Re: Procedural Classifications & Recommendations, Student Affairs Planning Sessions.
- o 1996, August 30. Memo. To: Alyce et al. From: Judith. Re: Retention.
- o 1996, July 3. Memo. To: O'Shea. From: Sanford-Harris. Re: Retreat.
- o 1994, August 24. Minutes. Staff Retreat.
- o N.D. Document. College Forum Governance.
- o Document re: Student Services Committee, Student Affairs Staff Retreat 8/5/1993., Strategies for dealing with difficult or threatening people.
- Folder – Enrollment.
  - o 1999. Document. Fall 1999 Student Enrollment
  - o 1999, December 3. Memo. From: Chancellor Koplik. Re: Early Enrollment Reports.
  - o 1999. Document. Enrollment & Admissions Reports Fall 1999.
  - o 1998. Document. Fall 1998 Enrollment.
  - o N.D. Easy steps to enrollment.
  - o 1998, November. Document. Early Enrollment Report.
  - o 1997. Document. Fall 1997 Enrollment Final Report.
- Folder – Financial Aid.
  - o 1999, September 1. Memo. To: Faculty & Staff. From: Richards. Re: Textbook Assistance Program.
  - o 1999, March 12. Memo. To: Faculty & Staff. From: Dr. Ortiz. Re: Scholarships.
  - o N.D. Document. Student Billing/Financial Aid Clearance Process.
  - o N.D. Document. Understanding the Hope Scholarship for Students & Families.
  - o N.D. Document. "Community College Access Grant Program." Board of Higher Education.
  - o N.D. Document. "The Student Guide: Financial Aid Brochure." US Department of Education.
- Folder – Health Services.
  - o 1998, November 30. Health Services care listings.
  - o 1998, Fall. Educational Program Schedule.
  - o Description of Health Services in Student Handbook.
- Folder – Advising.
  - 1998, September. College Achievement Workshops.
    - o 1998, Fall. Newsletter. "Here's The Scoop" (Newsletter for all students).
    - o 1998. Fall. Newsletter. "Here's The Scoop" (Newsletter for new students).
    - o N.D. Flyer. New student orientation.
- Folder – Career Services.
  - o 1998, Summer. Document. Twenty-second Annual Graduate Follow-Up Study: 1996 Graduates.
  - o N.D. Brochure. Career Services.
  - o Document. Survey (draft)
- Folder – Third Rail Student Newspaper (6 different issues).

- o Third Rail deadline schedule
  - 2000, January 25.
  - 1999, December 13.
  - 1999, November 5.
  - 1999, November 29.
  - 1999, October 6.
  - 1999, October 25.
- Folder 26 – International Center.
  - o 1999, December 15. International Student Report Fall 1999.
  - o 2000, March 23. Flyer. Greek Study Tour.
  - o N.D. Mini grants policies and procedures.
  - o N.D. International Center Faculty & Staff Newsletter publicity items,
  - o 2000, March 14. International Student Survey.
  - o 2000, March 14. Letter by Betsy Mariere.
  - o N.D. Flyer. International Center.
  - o N.D. International Center Summary of International Experiences/Interests,
  - o N.D. Action Plans.
  - o N.D. Spanish Immersion Programs:
    - Interamerican University of Puerto Rico, Guayama Campus.
- Folder – Career & Placement Center.
  - o 2000. Document. Spring 2000 Workshops.
  - o N.D. Graduates in June Workshops.
  - o N.D. 1999-2000 Statistics.
  - o N.D. Resume policy.
  - o 2000. Employers At Job Fair 4/12/00
  - o N.D. Questionnaire,
  - o N.D. Complete Guide to Writing Resumes and Cover Letters
- Folder – NEASC Taskforce Meeting Minutes & Notices.
  - o 1999, January 22. Memo. Re: Comments on first draft.
  - o 1998, November 20. Minutes. NEASC Student Services Committee.
  - o 1998, November 18. Meeting notice.
  - o 1998, November 2. Meeting minutes.
  - o 1998, October 30. Meeting notice.
  - o 1998, October 30. Health Education.
  - o 1998, October 22. Minutes. Career Development Meeting.
  - o 1998, October 2. Minutes of Meeting #1.
  - o 1998, October 2. Minutes of Meeting #2.
  - o N.D. Document. Question 21: Needs of Students.
  - o N.D. Document. Question 5: How does BHCC provide effective academic services?
  - o N.D. Document. Question 8: Personal/Academic/Transfer Counseling,
  - o N.D. Document. Question 9: Opportunities for Student Leadership,
  - o N.D. Document. Question 10: Athletic & Recreational Activities,
  - o N.D. Document. Question 13: Policy of Student records and Confidentiality,

- o 1998, September 22. Minutes. "Minutes of First Task Force Meeting." 17 p.
- o 1998, September 28. Agenda for first meeting.
- o 1999, April 12. Agenda for subcommittee meeting.
- o 1999, March 31. Meeting notice.
- o 1999, March 3. Minutes of meeting.
- o 1999, February 18. Minutes.
- o 1999, February 11. Minutes.
- o 1999, February 11. Meeting agenda.
- o 1999, January 29. Minutes.
- o 1999, January 29. Meeting notice.
- o 1998, November 20. Minutes.
- o 1998, October 30. Minutes.
- o 1998, October 2. Minutes.

## **Box 6**

### Standard Six – Student Services

- 1999-2000 Organization Manual
- 1999-2000 Student Handbook
- Student Government Association Constitution
- Orientation 2000.
  - o N.D. Document. Our First Year Experience Report.
  - o N.D. E-mail. Re: "Our First Year Experience Report".
  - o N.D. Flyer. Welcome Week.
  - o 2000, January 26. Flyer.
- 1999, October 6. Sexual Harassment Policy.
  - o 1999-2000 Student Handbook.
  - o 1998-1999 Student Handbook.
  - o 1999, October 6. BHCC Policy concerning sexual harassment.
  - o 1999, October 6. Memo. From: Molly Ambrose.
- Student Records.
  - o 1999, February 1. Memo. To: BHCC. From: Charland. Re: Student record access, FERPA.
  - o 1998, Spring. FERPA Document.
  - o 1997, June 26. Memo. To: BHCC. From: Charland. Re: Student record access, FERPA.
  - o N.D. Institutional Policy Statements.
- Evaluation & Planning.
  - o N.D. Brochure. Facts about BHCC.
  - o 1999, September. Document. Action Plans 1999-2000.
  - o 1999, October 2. Memo. Re: Pilot Survey by AASCC/ACT.
  - o 1999, September 9. ACT Survey form.
  - o N.D. HECC Performance Evaluation Form.
  - o N.D. Community College Times Article by Diane Giles.

- o 1998, October 19. Minutes. Enrollment Management Taskforce.
- o 1998, September 28. Memo. To: Massey. From Dr. Ortiz. Re: Registration Process.
- o 1998, August 24. Minutes. Enrollment Management Taskforce.
- o 1998, August 3. Minutes. Enrollment Management Taskforce.
- o 1998, July 20. Minutes. Enrollment Management Taskforce.
- o 1998, July 22. Minutes. Retreat.
- o 1998, April 13. Memo. To: Sanford-Harris. From: Suby. Re: Retreat.
- o 1997, December 2. Document. Report on Registration.
- o N.D. Document. 1997-1998 Goals.
- o 1997, July 2. Minutes. Retreat.
- o 1997, January 31. Memo. To: O'Shea. From: Sanford-Harris. Re: Procedural Classifications & Recommendations, Student Affairs Planning Sessions.
- o 1996, August 30. Memo. To: Alyce et al. From: Judith. Re: Retention.
- o 1996, July 3. Memo. To: O'Shea. From: Sanford-Harris. Re: Retreat.
- o 1994, August 24. Minutes. Staff Retreat.
- o N.D. Document. College Forum Governance.
- o Document re: Student Services Committee, Student Affairs Staff Retreat 8/5/1993., Strategies for dealing with difficult or threatening people.
- o 1997, April 16. Memo. From: Damien DeVasto, Director of Marketing. To: Jan Bonanno, et al. Re: Enrollment Management Task Force – Marketing Subcommittee.
- o 1997, April 18. Agenda. Enrollment Management Task Force – Marketing Subcommittee.
- o N.D. Document. Marketing Budget FY 1998. 2 copies.
- o 1997, May 14. Agenda. Enrollment Management Task Force – Marketing Subcommittee.
- o 1997, May 14. Minutes. Enrollment Management Task Force – Marketing Subcommittee. 2 copies.
- o 1997, May 28. Minutes. Enrollment Management Task Force – Marketing Subcommittee. 2 copies
- o 1997, June 10. Minutes. Enrollment Management Task Force – Marketing Subcommittee. 2 copies.
- o 1997, June 25. Agenda. Enrollment Management Task Force – Marketing Subcommittee. 2 copies.
- o 1997, June 25. Minutes. Enrollment Management Task Force – Marketing Subcommittee.
- o N.D. Document. Enrollment Management Task Force – Marketing Subcommittee Members. 2 copies.
- o 1997, April 10. Memo. From: Judith Sanford-Harris. To: Members of the Enrollment Management Task Force. Re: Subcommittees. Includes handwritten notes for Marketing Subcommittee.
- o 1997. Advertisement. "Make the most of your summer by earning extra credit." Original newspaper clipping ;and photocopy.

Enrollment.

- o 1999. Document. Fall 1999 Student Enrollment
  - o 1999, December 3. Memo. From: Chancellor Koplik. Re: Early Enrollment Reports.
  - o 1999. Document. Enrollment & Admissions Reports Fall 1999.
  - o 1998. Document. Fall 1998 Enrollment.
  - o N.D. Easy steps to enrollment.
  - o 1998, November. Document. Early Enrollment Report.
  - o 1997. Document. Fall 1997 Enrollment Final Report.
  - o N.D. Document. "Strategic Recruitment Plan." Submitted by Janice Thomas, Associate Dean of Students.
- Financial Aid.
  - o 1999, September 1. Memo. To: Faculty & Staff. From: Richards. Re: Textbook Assistance Program.
  - o 1999, March 12. Memo. To: Faculty & Staff. From: Dr. Ortiz. Re: Scholarships.
  - o N.D. Document. Student Billing/Financial Aid Clearance Process.
  - o N.D. Document. Understanding the Hope Scholarship for Students & Families.
  - o N.D. Document. "Community College Access Grant Program." Board of Higher Education.
  - o N.D. Document. "The Student Guide: Financial Aid Brochure." US Department of Education.
- Health Services.
  - o 1998, November 30. Health Services care listings.
  - o 1998, Fall. Educational Program Schedule.
  - o Description of Health Services in Student Handbook.
- Advising.
  - o 1998, September. College Achievement Workshops.
  - o 1998, Fall. Newsletter. "Here's The Scoop" (Newsletter for all students).
  - o 1998. Fall. Newsletter. "Here's The Scoop" (Newsletter for new students).
  - o N.D. Flyer. New student orientation.
- Career Services.
  - o 1998, Summer. Document. Twenty-second Annual Graduate Follow-Up Study: 1996 Graduates.
  - o N.D. Brochure. Career Services.
  - o N.D. Document. Survey (draft).
- Third Rail Student Newspaper (6 different issues).
  - o Third Rail deadline schedule
    - 2000, January 25.
    - 1999, December 13.
    - 1999, November 5.
    - 1999, November 29.
    - 1999, October 6.
    - 1999, October 25.
- International Center.
  - o 1999, December 15. International Student Report Fall 1999.

- o 2000, March 23. Flyer. Greek Study Tour.
- o N.D. Mini grants policies and procedures.
- o N.D. International Center Faculty & Staff Newsletter publicity items,
- o 2000, March 14. International Student Survey.
- o 2000, March 14. Letter by Betsy Mariere.
- o N.D. Flyer. International Center.
- o N.D. International Center Summary of International Experiences/Interests,
- o N.D. Action Plans.
- o N.D. Spanish Immersion Programs:
  - Interamerican University of Puerto Rico, Guayama Campus.
- Career & Placement Center.
  - o 2000. Document. Spring 2000 Workshops.
  - o N.D. Graduates in June Workshops.
  - o N.D. 1999-2000 Statistics.
  - o N.D. Resume policy.
  - o 2000. Employers At Job Fair 4/12/00
  - o N.D. Questionnaire,
  - o N.D. Complete Guide to Writing Resumes and Cover Letters

#### Standard Seven – Library and Information Resources

- Library & Information Services Supporting Materials.
  - o N.D. Brochure. Library Brochure.
  - o N.D. Strategic Planning Worksheet 1999-2000.
  - o 1998, Spring. Report on Student Library questionnaire.
  - o 1999, April. Academic Affairs Committee Education Outcomes.
  - o N.D. BHCC Institutional Goals and Objectives 1999-2002.
  - o N.D. BHCC Library Faculty/Staff Survey.
  - o N.D. College Forum Governance Document Standards Community.
  - o N.D. Junior and Technical College Learning Resource Programs.
- Multi-Assistance Center (MAC).
  - o N.D. Brochure.
  - o N.D. Memo.
  - o N.D. Background Information.
- The Media Center.
  - o N.D. Information Summary
- Center for Self-Directed Learning (CDSL).
  - o 1999, Spring. Brochure.
  - o 2000. Brochure.
  - o N.D. CSDL evaluation.
- Information Technology Center.
  - o 1999, January 22. Memo. IT Center Usage.
  - o Binder – Student Information Systems Training Materials.
- IPEDS.

- o 1998. Academic Library Survey.
- o 1998. 15 Comparable institutions Mass Academic Libraries
- o 1997. Academic Library Survey.
- o 1996. Academic Library Survey.
- o 1995. Academic Library Survey.
- o 1994. Academic Library Survey.
- BHCC Archives.
  - o N.D. Archives document with listings.
- NEASC Committee on Library & Information Resources.
  - o 1999, February 4. Comments on BHCC “Back to the Future” program: Mind Maps.
  - o 1999, February 2. Memo. Re: Standard first draft.
  - o 1999, June 1. Memo. Re: NEASC Library Staffing Segment.
  - o 1999. Memo. Re: NEASC 4/30/99 meeting summary & follow-up,
  - o 1999, March 11. “Notes on NEASC Committee on Library & Information Resources.” Linda Weinstein.
  - o 1998, November 3. Notes on NEASC Committee on Library & Information Resources.
  - o 1998, February 10. Memo. Re: 15 items for review & consideration for Library Committee.
  - o 1999, May 12. Memo. From: D. Smith. To: NEASC Committee.
  - o N.D. Binder. “BHCC Library NEASC Binder.”

#### Standard Eight – Physical Resources

- Binder – 1999, October. BHCC Space Utilization Study.
- Physical Resources.
  - o N.D. Campus Map.
  - o 1999, April 12. Memo. Steering Committee. Re: Comments on Second Draft,
  - o 1999, February 3. Memo. Steering Committee. Re: Comments on First Draft,
  - o 1998, December 4. Memo. Fitness Center Committee.
  - o 1998, October 20. Task Force Email and questions.

#### Standard Nine – Financial Resources

- Fiscal Affairs.
  - o N.D. Financial Overview FY98.
  - o N.D. Financial Overview FY99.
  - o N.D. Financial Overview FY00.
  - o N.D. IPEDS Finance Survey 1998.
  - o N.D. IPEDS Finance Survey 1997.
  - o N.D. IPEDS Finance Survey 1996.
- Budget.
  - o N.D. FY 00 Budget.
  - o N.D. FY 99 Budget Request.
  - o N.D. FY 98 Budget Request.

- Recent KMPG Financial Audits.
  - o 1999. Audit.
  - o 1998. Audit.
  - o 1997. Audit.
- Office of Grants & Contracts.
  - o List of Submitted Proposals 7/1/99-3/24/00 Audit,
  - o FY 2000 Grant Listings.
  - o FY 1999 Grant Listings.
  - o 1998, March 29. KMPG Grant Audit.
- Institute for Corporate & Community Development.
  - o 1999, December 2. Audit.
  - o 2000, February 29. Audit response.
- BHE-AFSCME contracts.
  - o 1999-2001.
  - o 1997-1999.
- DCE contract.
  - o 1996-1998.
- MCCC Full-Time/Part-Time Faculty & Professional Staff Contract
  - o 1995-1998.
- Non-Unit Professional Personnel Policies Handbook
  - o 1994-1997
- NEASC Standard 9 Supporting Documentation

## **Box 7**

### Standard Ten – Public Disclosure

- BHCC Promotional Brochures.
  - o 1999. "1999 FACTS about BHCC."
  - o 1998. "1998 FACTS about BHCC."
  - o 2000, Spring. Course schedule.
  - o N.D. Joint Admissions.
  - o N.D. Sample Programs.
  - o N.D. Distance Education.
  - o N.D. Students Disability Support Services.
  - o N.D. Center for Self-Directed Learning.
- BHCC Promotional Brochures.
  - o 1997-1998 Facts.
- College Catalogs.
  - o 1999-2000.
  - o 1998-1999.
  - o 1996-1998.
  - o 1994-1996.
  - o 1993-1994.
  - o 1992-1993.



- o 1991-1992.
- o 1990-1991.
- o 1988-1989.
- o 1987-1988.
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- o 1982-1983.
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- o 1981-1982.
- o 1979-1980.
- o 1978-1979.
- o 1977-1978.
- o 1976-1977.
- o 1975-1976.
- o 1974-1975.
- o 1973.
- Student Handbooks.
  - o 1999-2000.
  - o 1998-1999.
- Faculty & Staff Newsletters.
- Chelsea Update.
- BHCC NEASC Bulletin.
- College-Wide Calendar.
- NEASC Task Force.
  - o 1998, September 28. NEASC Agenda: Public Disclosure.
  - o N.D. NEASC Professional Development
  - o N.D. Memo. To: Alexander, J.A. Miller. From Wylie, Minton. Re: Comments on first draft.
  - o 1998, June 9. Presentation. "BHCC Foundation." Mary A. Fifield Associates to BHCC Foundation Board.
- Marketing Plan.
- 1993-1994 ?
- 1998, April. Research Report. Opinion Dynamics Corp.
- Human Resources.
- Job Descriptions.
- Sample Scholarship Information.
- Enrollment.
  - o Fall 1999.
  - o Fall 1998.
- Media Coverage 1999 Quarterly Reports.
  - o October 3, 1999 - December 31, 1999,

- o July 1, 1999 - September 30, 1999,
- o April 1, 1999 - June 30, 1999,
- o January 1999 - March 31, 1999
- 1998, April. Year to date advertising and publicity.
- 2000, March 14. *Third Rail*.

### **Box 8**

#### Standard Eleven – Integrity

- Integrity Questionnaire.
  - o 1998, December. Integrity Questionnaire.
  - o N.D. E-mail. To: T. Wylie. From: J.Rosser.
- Employee Handbook.
  - o Employee Handbook 1996-1997
- N.U.P. Personnel Handbook.
  - o N.D. Handbook. "Non-Unit Professional Personnel Policies Handbook July 1, 1994 - June 30, 1997." Higher Education Coordinating Council
- Sexual Harassment Policy.
  - o N.D. Sexual Harassment Policy
- Privacy Act.
  - o N.D. Education Privacy Act.
- Proposed Code of Ethics.
  - o 1990. Proposed Code of Ethics.
- Integrity Survey.
  - o N.D. Student Questionnaire responses to Integrity Survey.

### **Box 9**

#### NEASC Self Study

##### **Bound Items**

- 1974, August. Report. "The Student Population at Bunker Hill Community College." 27 p. 2 copies.
- 1976, January. Report. BHCC Institutional Self-study. "Report to Commission on Institutions of Higher Education." Submitted to the New England Association of Schools and Colleges. Bunker Hill Community College. 2 copies.
- 1980, January. Report. "Institutional Self Study: Report to Commission on Institutions of Higher Education." Submitted to the New England Association of Schools and Colleges. Bunker Hill Community College. 3 copies.
- 1985, February. Report. "BHCC Fifth Year Report to Commission of Institutions of Higher Education." Submitted to the New England Association of Schools and Colleges. Bunker Hill Community College. 3 copies.

- 1990, April. Report. "Institutional Self Study: Report to Commission on Institutions of Higher Education." Submitted to the New England Association of Schools and Colleges. 242 p. 2 copies.
- 2000, February. "Institutional Self Study: Report to Commission on Institutions of Higher Education." Submitted to the New England Association of Schools and Colleges. Bunker Hill Community College. 273 p. 2 copies.

## **Box 10**

### NEASC Self Study Cont.

#### **Folder 1 – NEASC/NECHE Self Study Documents**

- 1975, June 10. Memo. From: President Shively. To: Staff and Faculty. Re: NEASC Self-Study.
- 1980, March 9-12. Report. "BHCC Evaluation Report: A Confidential Report Prepared for the Institution of Higher Education Representing the Views of the Visiting Committee." NEASC: New England Association of Schools and Colleges.
- 1995, February. Report. "Bunker Hill Community College Fifth Year Interim Report." Submitted to the New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education. Bunker Hill Community College. 20 p.
- 2011, April 25. Document. "NEASC Self-Study Projections Follow-Up 4/25/11 Status Updates." 21 p.
- 2013, October 10. Letter. From: Robert C. Froh. To: Pam Eddinger. Re: NEASC Fifth-Year Interim Report. Includes a copy of the procedures for the report. 9 p. 2 copies.
- 2013, October 23. Email. From: James F. Canniff. To: Pam Eddinger. Re: NEASC 5 Year Report Plan Due Date January 15, 2015. 2 p.
- 2013, December 17. Agenda. NEASC Planning Meeting. Includes a draft calendar, a list of individuals involved with the review process, and a page listing the NEASC standards. 4 p.
- 2014, January 15. Document. This is a group of documents that summarizes the work being done for each NEASC standard. These documents were originally clipped together, and they are still next to each other in the folder. They will be listed separately below as well:
  - 2014, January 15. Document. "Standard 1 Mission and Purposes Table Contents."
  - 2014, January 15. Document. "Standard 2 Planning and Evaluation Table Contents." 3 p.
  - 2014, January 15. Document. "Standard 3 Organization and Governance Table Contents." 2 p.

- 2014, January 15. Document. "Standard 4 Academic Program Table Contents." 4 p.
- 2014, January 15. Document. "Standard 5 Faculty Table Contents." 4 p.
- 2014, January 15. Document. "Standard 6 Students Table Contents." 2 p.
- 2014, January 15. Document. "Standard 7 Library and Other Information Resources Table Contents." 2 p.
- 2014, January 15. Document. "Standard 8 Physical and Technological Resources." 3 p.
- 2014, January 15. Document. "Standard 9 Financial Resources Table Contents." 2 p.
- 2014, January 15. Document. "Standard 10 Public Disclosure Table Contents."
- 2014, January 15. Document. "Standard 11 Integrity Table Contents." 2 p.
- 2014, February 4. Document. "NEASC Five Year Interim Review & Report-Writing: Proposed Schedule of Tasks." 2 p.
- 2014, February 6. Presentation. "Bunker Hill Community College Fifth-Year Interim Report." Anderson, Carol., Commission on Institutions on Higher Education. 26 p.

#### **Folder 2 – NEASC/NECHE Self Study Documents cont.**

- 2014, February 13. Document. "NEASC Committees for 5<sup>th</sup> Year Interim Report Standard Committees and Areas of Emphasis: Updated as of Feb 13, 2014, 5:00 PM." 6 p.
- c. 2014-2015. Document. "Progress Notes on Projections Made in the 2015 Fifth-Year Interim Report for the Period (Fall/Spring) 20\_\_." Includes two question pages with blank areas for answers, a page on projected goals, and a project notes document. 5 p.
- c. 2017-2018. Document. "All-College Retreat Data: Institutional Themes across Nine NEASC Standards." Office of Institutional Effectiveness. 12 p.
- 2018, April 5. Agenda. NEASC Leadership Team.
- 2018, December 11. Agenda. NECHE Meeting: Co-Chairs, Steering Committee and Writing Team. Includes handouts from the meeting. 9 p.
- c. 2018-2019. Data. Includes documents with data for Standards 4, 5, and 8. 14 p.
- N.D. Document. Provides an overview of seven goals for the NEASC self-study process at BHCC.

#### **Bound Items**

- 2010, February. Report. "Institutional Self-Study." Submitted to the Commission on Institutions of Higher Education New England Association of Schools and Colleges. Bunker Hill Community College. 119 p.
- 2010, March. Report. "Report to the Faculty, Administration, Trustees, Students of Bunker Hill Community College by An Evaluation Team representing the Commission on

Institutions of Higher Education of the New England Association of Schools and Colleges Prepared after study of the institution's self-evaluation report and a visit to the college March 7-10, 2010." Submitted to Bunker Hill Community College. Prepared by the NEASC Evaluation Team. Includes related documents that do not appear to be part of the original report. 54 p. (29 p. for the report itself).

## **Box 11**

### Miscellaneous A

#### **Folder 1: Non-Unit Professional Meetings Agendas and Minutes**

- 1999, October 4, 18. Agenda. Non-Unit Professional Meetings.
- 1999, October 4. Agenda. Non-Unit Professional Meeting.
- 1999, October 18. Agenda. Non-Unit Professional Meeting.
- 1999, November 29. Agenda. Non-Unit Professional Meeting.
- 1999, November 29. Minutes. Non-Unit Professional Meeting. 3 p.
- 1999, December 13. Agenda. Non-Unit Professional Meeting.
- 2000, February 18. Agenda. Non-Unit Professional Meeting.
- 2000, March 16. Agenda. Non-Unit Professional Meeting.
- 2009, October 26. Document. "NUP Meeting." Includes tables with steps for working on the FY08 assessment draft. 2 p.

#### **Folder 2: NUP Student Payment Taskforce**

#### **Folder 3: NUP Consistency of Services and Hours, Days and Evenings**

#### **Folder 4: NUP Registration Taskforce**

- 1999-2000

#### **Folder 5: NUP Customer Service Taskforce**

#### **Folder 6: NUP Student Advising Taskforce**

#### **Folder 7: NUP Signs, Directions, Etc. Taskforce**

#### **Folder 8: NUP Cleanliness of Buildings Taskforce**

#### **Folder 9: NUP Intra-Community Communication Taskforce**

- 8 documents

#### **Folder 10: NUP Consistent Information to Students Taskforce**

- 4 documents
- Binder.

## Miscellaneous B

- 2010, January 26. Report. "Commission on Institutions of Higher Education, NEASC Preface Page." Report contains Enrollment information and Expenditures for FY 2009. 2 copies.
- N.D. Opportunity Knocks.
- N.D. The Changing Workforce.
- 1999, July 28. "Goal Attainment Survey Results." 2 copies.
- 1999, July. "State Spending for Higher Education in the Next Decade."
- N.D. CIHE Data Forms III – VII.
- 1999. "Mindpower in Massachusetts Condition of Higher Education Community College Supplemental Report."
- 1995, February. Bunker Hill Community College Fifth-Year Interim Report.
- 2005, January 14. Bunker Hill Community College Fifth-Year Interim Report. 2 copies.
- 2009, November 30. PowerPoint Presentation. "2010 NEASC Self-Study Standards Committee Two: Planning and Evaluation." 7 p.
- c. 2010. Report. NEASC 2010 Standard Two report. 7 p.
- 2010, March. PowerPoint Presentation. "Institutional Self-Study March 2010. Bunker Hill Community College." 2 copies. (one copy: 24 p.; other: 16 p.)
- 2014, December 15. Bunker Hill Community College Fifth-Year Interim Report 2015. 2 copies.
- 1998, June. Mission Initiative Board of Higher Education.
- 1990. April. Bunker Hill Community College Institutional Self-Study.
- Student Services.
- Drafts
  - 2004, June. "Draft Standards for Accreditation." Draft.
  - 2004, June. "Standard Four The Academic Program." Draft.
  - 2004, June. "Standard Five Faculty." Draft.

## Miscellaneous C

(Added from the Library collection)

### **Folder 1**

- 1998, September 3. "BHCC Preparing for Accreditation Evaluation April 2-5 2000: An Overview of the Process." Anna Minton & Tom Wylie. 4 p.
- 1998, September 10. Minutes. NEASC Steering Committee Meeting Minutes. 3 p. 2 copies.
- 1998, October 8. Minutes. NEASC Steering Committee Meeting Minutes. 4 p.

- 2000, January 13. Agenda. NEASC Steering Committee.
- 2000, January 13. Report. "NEASC Report." 20 p. 2 copies.
- 2000, April 18. Letter. From: BHCC Board of Trustees. To: Members of NEASC Committee.
- 2000, November 28. Letter. From: NEASC Committee. To: Mary Fifield. Re: Accreditation results and recommendations. 25 p. Includes report from NEASC prepared after BHCC's self-evaluation report and visit to campus April 2-5, 2000. 2 copies.

## **Folder 2**

- 2008, August. Data. Includes data on retention and graduation rates, student achievements, licensure tests and job placements, and other placement exam data. 4 p.
- 2008, November 10. Document. Includes lists of the team members for each NEASC standard.
- 2008, December 18. Document. "Measuring Student Success @ BHCC: Notes from 12/18/08 Meeting of NEASC Steering Committee." 4 p.
- 2014, October 23. Email. From: Tracy L. Deveau. To: Karen Norton. Re: NEASC appendices and web/portal sites. Includes documents with links. 6 p.
- 2015, March 18. Memo. From: Barbara Brittingham. To: Chief Executive Officers of Affiliated Institutions. Re: Annual Report Form. Includes copies of both the 2014 and 2015 annual reports. 82 p.
- 2018, March 5. Agenda. NEASC Steering Committee Meeting. Includes meeting minutes from February 8<sup>th</sup>. 2 p.
- 2018, April 11. Email. From: Austin A. Gilliland. To: Laura Carty Barrett, Latasha K. Cooper, Anthony Fontes, Chanel Kiett-Williams, David Leavitt, Monica C. Poole, Brooke L. Yarborough, Michael D. Harris, Colleen P. Yee, and Amanda K. Colligan. Re: NEASC Standard 8 Interviews. Includes a document with interview questions. 3 p.
- 2018, August 7. Agenda. NEASC Standard 8: Educational Effectiveness Convening. Includes handouts from the meeting, such as a document providing an overview of CCSSE, data on Standard 8, a page providing information on Learning Communities, and a document discussing the Voluntary Framework of Accountability (VFA). 13 p.
- 2020.

## **Folder 3**

- N.D. Booklet. "NEASC Standards for Accreditation." 29 p. 2 copies.
- N.D. NEASC Report, Evaluation of BHCC.
- N.D. Report. "NEASC Report." 20 p. 2 copies [check]
- N.D. Loose paper. NEASC verse. 2 p. 2 copies.

- N.D. Document. "NEASC: Materials supporting the BHCC Institutional Self-Study." Includes document inventories. 48 p.
- N.D. Document. "Suggested Process for Writing Chapters on Standards." 2 p.
- N.D. Document. "Guidelines for Conducting Academic Program Reviews." Includes a copy of the academic calendar. 7 p.
- N.D. Document. "Response to Areas Identified for Special Emphasis." This seems to be an excerpt from the original document as pages are missing. 6 p.
- N.D. Agenda. NEASC Steering Committee Meeting. Includes a draft agenda for the NEASC retreat and a timeline document for 2018-2019. 6 p.
- N.D. Handbook. "Standards for Accreditation: Commission on Institutions of Higher Education." New England Association of Schools and Colleges. Includes overviews of each standard. 28 p. 2 copies (one copy is bound).

#### RG015.01 - NEASC 2020 Materials

- 2017, February 13. Document. "NEASC 2020 Steering Committee, Standing Committee, and other team members." 5 p.
- 2017, February 14. Agenda. "NEASC 2020 Steering Committee Meeting."
- 2017, March 6. Document. "NEASC 2020 Steering Committee Members." 3 p.
- 2017, April 6. Agenda. "NEASC 2020 Steering Committee Meeting."
- 2017, June 7. Agenda. "NEASC Co-Chairs Meeting."
- 2017, August 2. Agenda. "NEASC Steering Committee Meeting."
- 2018, August 27. Agenda. "NEASC All College Retreat Planning."
- 2018, September 13. Agenda. "NEASC All College Retreat Planning Meeting."
- 2018, September 28. Document. Bunker Hill Annual Retreat Exercise with Questions. 2 p.
- 2020, January 13. Agenda. NECHE 2020 Preparation Meeting. Includes a blank form from the report and a schedule. 3 p.
- 2020, February 4. Agenda. NECHE 2020 Preparation Meeting. Includes a copy of the master schedule draft and a presentation. 14 p.
- 2020, March 2. Document. "Integrating Marketing and Communications Plan: Communication Plan to Promote the New England Commission of Higher Education (NECHE) 2020 Visit." Includes a timeline. 5 p.
- 2020, March 2. Document. "NECHE 2020: Master Schedule of Appointments." Includes agendas for the four days of the visit. 3 p.
- 2020, March 2. Document. "NECHE 2020: To Do list." Includes a list of tasks and the individuals responsible for them. 3 p.
- 2020. Binder. "Bunker Hill Community College 2020 NEASC Accreditation Visit Resources and Documents."



- N.D. Document. "Activity Schedule for NEASC 2020 10-year Accreditation Process."
- N.D. Document. "NEASC Schedule for NEASC 10 year Accreditation Visit."
- N.D. Document. "Taskstream at Bunker Hill Community College NEASC 2020."
- N.D. Document. Exercises for Planning, self-reflecting on challenges and self-evaluations. 3 p.
- N.D. Document. "NEASC 2020 Leadership Teams – Draft." 4 p.
- N.D. Document. "BHCC NEASC 2020 Timeline." Includes a flow chart with information on the four phases of the NEASC timeline.
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#### Binders (not in boxes)

- 2000. Binder. Diane Smith. "NEASC summary materials."
- 2007-2008[?]. NEASC supporting documentation.
- 2010. NEASC supporting docs.

### **RG016 – Self-Study/Reviews/Evaluation**

#### **Box 1**

- 1980, October. Report. "A study of Bunker Hill Community College's primary service area." Leipzig, Gloria. 98 p.
- 1994. Report. "Ultrasound Program Self-Study." 71 p.
- 1994. "Corners of Completion: Connections to the Future." The Academic Computing Committee. 83 p.
- 1994. Report. "Nurse Education Department Self Study." 1 report, 2 copies of appendix.
- 1995, April. Report. "Media Technology Program Review Self-Study." 85 p.
- Spring, 1995. Report. "Criminal Justice Department Academic Review." Includes a memo about the report. 20 p.
- 1996. Report. "Business Administration Program Review Self-Study." 46 p.
- 1997, February. Report. "Communication Department Self-Study." 47 p.
- 1997, April 19. Report. "Electronic Technology Program Self Study." 92 p.
- 1998. Report. "Graphic Art & Visual Communication Self Study."
- 1998. Document. "Guidelines for Conducting Academic Program Reviews." Includes blank forms. 20 p.
- 1998, April. Report. "Office Administration Program Review."
- 1998, Fall. Report. "Computer Technology Department Self-Study."
- 1999. Report. "Computer Program." Includes 5 p. of data and a memo before the report.

## Box 2

- 1995. Report. "BHCC Self Study Dental Assisting Program Vol I." 37 p. 2 copies.
- 1995. Report. "BHCC Self Study Dental Assisting Program Vol II." 110 p. 2 copies.
- 1994. Report. "Nuclear Medicine Technology Self Study." Includes an appendix. 2 copies.
- 2001. Report. "Bunker Hill Community College Department of Business Administration Program Review."
- 2002. Report. "Diagnostic Medical Sonography Certificate Program (Ultrasound)." Includes a relevant memo in the front pocket of the binder. 127 p.
- 2002, October 23-25. Report. "Nurse Education Department Self-Study Report." Submitted to NLNAC. 161 p.
- 2003. Report [Binder]. "Ultrasound Program Self-Study Fall 2003." 144 p.
- 2003. Proposal. "Proposal for Emerging Technology Department." Computer Information Technology. Includes a memo from November 26, 2003, about the proposal.
- 2012. Report. "Cardiac Sonography Program Reaccreditation Self-Study." 285 p.
- 2016. Report [Binder]. "Medical Imaging Department Medical Radiography Self-Study 2016." **[Might need to be rehoused into folders]**.
- 2012. Report [Binder]. "Medical Imaging Department Cardiac Sonography Self-study 2012." Includes May 18, 2015, from Thomas K. Salka president of the Commission on Accreditation of Allied Health Education Programs to President Pam Eddinger regarding the Cardiac program's reaccreditation. 89 p.

## Box 3

- 1983, May. Report. "Final Report to the General Faculty." Submitted to the General Faculty. The Liberal Arts Study Committee [R. Brent Bonah; William M. Craft; Daniel Griffen (Student Representative); Harriet E. Hutchinson; James V. Lampka; Kathleen McKenna; Roger A. Richards; Dorothy Ryan; James B. Whipple; Jill Hunter Wickes]. University core requirements for other state universities included. 9 p.
- 1986. Report. "Bunker Hill Community College Nurse Education Department Self Study." Submitted to the National League for Nursing, Division o Associate Degree Programs. 206 p. 2 copies (1 in binder, 1 bound).
- 1986, December. Report. "Liberal Arts Program Review: Interim Report of the Ad Hoc Committee." Lovelace, Miles, Harriet Hutchinson, James Whipple, Tim McLaughlin, Rosa Redonnett, Judy Tully, Robert Steeper, and Shirley Cassara. 5 p.
- 1987. Report. "Liberal Arts Department Review." Includes memos and documents from the review process, timelines, and drafts. The following documents are in the front pocket of the binder:

- 1983, May. Document. "The Liberal Arts Study Committee: Final Report to the General Faculty." Only the cover page is included here.
- 1986, November. Document. "Liberal Arts Program Review Draft Working Paper." 12 p. 2 copies.
- 1986, November 25. Memo. From: Miles Lovelace. To: Liberal Arts Program Review Committee. Re: Reminder of Our Next Meeting Revised 'Draft' Report. Includes a copy of the draft. 6 p.
- 1986, December 8. Memo. From: Miles Lovelace. To: Liberal Arts Program Review Committee. Re: Next Meetings.
- 1987, February 23. Memo. From: Miles Lovelace. To: Members of the Liberal Arts Program Review Committee. Re: Visit by External Evaluator Dr. Hilton Power. 2 copies.
- No year, January 20. Memo. From: Kathleen E. Assar. To: Miles Lovelace. Re: Program Review Materials.
- N.D. Form. "Suggested Guidelines for Review of Existing Academic Programs." 4 p. 4 copies.
- N.D. Data. "High School Graduates: Projections for the Fifty States."
- 1987. Report. "Department of Liberal Arts Review." Includes the report in addition to the draft and meeting materials from the review process. These documents are in the pocket of the binder:
  - 1987, February 23. Letter. From: Elsa Gomez. To: Dean William Craft. Re: Evaluator for Liberal Arts Review.
  - 1987, December 7. Letter. From: Harold E. Shively. To: Dr. Norma Rees. Re: Liberal Arts and Media Technology Programs.
- 1987, February 27. Report. "Academic Program Review: Humanities / Liberal Arts Community Colleges." Lovelace, Miles H. 27 p.
- 1987, March 19. Report. "Liberal Arts Program Review." 18 p.
- 1987, April 29. Report. "Evaluation Report: Liberal Arts Program." Power, Hilton. 15 p.
- 1987, May 15. Report. "Graphic and Visual Communication Program Institutional Review." Gray, Donald. 5 p.
- 1987, October. Report. "Institutional Review of the Graphic and Visual Communication Program." Submitted to the Massachusetts Board of Regents of Higher Education. Shively, Harold E. 41 p. 2 copies.
- 1987, November. "Institutional Review of the Media Technology Program." Submitted to the Massachusetts Board of Regents of Higher Education. Shively, Harold E. Includes 2 copies of the base report (one is in the binder pocket).

- 1987, November. "Institutional Review of the Media Technology Program." Submitted to the Massachusetts Board of Regents of Higher Education. Shively, Harold E. Includes resume packets. 13 p. 2 copies.
- 1987, November. Report. "Institutional Review of the Liberal Arts Program." Submitted to the Massachusetts Board of Regents of Higher Education. Shively, Harold E. 2 copies.
- 1988, April. Report. "Institutional Review of the Human Services Program." Shively, Harold E. 20 p. 2 copies.
- 1988, June. Report. "Institutional Review of the Human Services Program." Submitted to the Massachusetts Board of Regents of Higher Education. Shively, Harold E. Includes a memo and a related report in the front pocket and other related documents and notes in the back pocket.
- 1988, June. Report. "Institutional Review of the Human Services Program." Submitted to the Massachusetts Board of Regents of Higher Education. Shively, Harold E. 13 p. 2 copies.
- 1989, March. Report. "The Year Ahead: The Undergraduate Experience. Massachusetts Board of Regents of Higher Education." Includes 2 copies of excerpts from the report and a document summarizing recommendations. 64 p.
- 1989, March. Report. "English as a Second Language: An Analysis of the ESL Program at BHCC." ESL Department and ESL Advisory Committee. 25 p. 2 copies.
- 1989, April 15. Report. "Report of Task force on Physical Facilities." Includes 5 attachment packets. 11 p.

#### **Box 4**

- 1973, August 31. Report. "A Report on Public Information and Education Program for Bunker Hill Community College, Charlestown, Mass. from March 26 through August 31, 1973." Submitted to President Harold E. Shively. 4 p.
- 1977. Report. "Program Self Study Nuclear Medicine Technology Bunker Hill Community College Part I." Submitted to the Joint Review Committee on Education in Nuclear Medicine. Includes appendices. 169 p.
- 1977. Report. "Program Self Study Nuclear Medicine Technology Bunker Hill Community College Part II." Submitted to the Joint Review Committee on Education in Nuclear Medicine. 167 p.
- 1978, April. Report. "Self-Evaluation Report of Associate Degree Nursing Program Bunker Hill Community College." Submitted to the National League for Nursing Department of Associate Degree Programs. 192 p. 2 copies.

- 1984. Report. "Statewide Reviews: Business Administration/Hotel Restaurant Management." Includes correspondence prior to the report. The front pocket has the following documents:
  - 1983, July 11. Memo. From: President Shively. To: Bill Craft. Re: Business Department Report.
  - 1984. Document. "Graduate Follow-Up Survey: Hotel Restaurant Management." Includes data on recent graduates. 2 copies.
  - 1984. Document. "Graduate Follow-Up Survey: Business Administration." Includes data on recent graduates. 2 copies.
  - 1984, May 25. Letter. From: William M. Craft. To: Dr. James Jones. Re: Evaluator for Business Administration/Management programs.
  - 1984, June. Report. "Statewide Program Review: Community Colleges – Business Administration: Hotel, Restaurant, and Travel Management." 37 p.
  - 1984, Fall. Loose paper. Handwritten notes on payroll information.
  - 1985, January 8. Memo. From: Ruth. To: Carl. Re: Business Program Review. Includes two data sheets with headcounts and degree requirements. 4 p.
  - 1985, March 19. Document. Includes headcounts for the Business Administration programs.
  - 1987, November 30. Document. "Postage Meter Usage Throughout November 30, 1987."
  - N.D. Document. "Business Administration." Provides an overview of the mission and goals of the program. 2 p.
  - N.D. Document. "Accreditation." 5 p.
  - N.D. Document. "Self-Study Draft: Long Range Planning." 4 p.
  - N.D. Document. Provides an overview of the Business Administration department and its role at BHCC, including more information on programs within the department. 23 p.
  - N.D. Loose paper. Handwritten notes on individuals associated with the Business Administration department. 2 p.
  - N.D. Document. A collection of resumes from BHCC faculty members. 6 p.
  - N.D. Form. "Information Regarding Faculty Members." Includes filled out forms with faculty information. 15 p.
  - N.D. Loose paper. Handwritten notes on Business Administration faculty.
  - N.D. Document. "Profile of Program Applicants." Includes data on applicants to the Business Administration programs. 6 p.
  - N.D. Loose paper. Handwritten data by semester.

- 1984. Report. "BHCC Institutional Self Study: Culinary Arts." Includes documents on courses and other Culinary Arts department information. These documents are in the front pocket:
  - 1984, May 10. Report. "Bunker Hill Community College Culinary Arts Program On-Site Evaluation Visit." 11 p.
  - 1984, June. Data. "Community Colleges Degree Program Requirements." 6 p.
  - 1984, June 12. Letter. From: Socrates Z. Inonog. To: Dean Craft. Re: Payment Information for Evaluator. 2 p.
  - 1984, July 24. Letter. From: William M. Craft. To: Roger Schinness. Re: Culinary Department Self Study. Includes a copy of the self-study report. 7 p. 2 copies.
  - 1985, November 19. Letter. From: Elsa Gomez. To: Dean Craft. Re: Culinary Arts Review.
  - N.D. Document. "Information Regarding Faculty Members: James M. Berrini." 2 p.
  - N.D. Document. "Information Regarding Faculty Members: Arthur Buccheri." 2 p.
- 1984. Report. "Program Self Study for Educational Programs in Nuclear Medicine Technology." Submitted to the Joint Review Committee on Educational Programs in Nuclear Medicine Technology. Included in the front pocket:
  - 1984, February 10. Memo. From: Ross Overcash. To: President Shively. Re: Exit interview, Nuclear Medicine JRC visit. 2 copies.
  - 1984, February 13. Memo. From: Jim Lampka. To: President Shively. Re: Nuclear Medicine J.R.C. visit.
  - 1984, April 13. Letter. From: Elaine J. Cuklanz. To: Belton Burrows. Re: Nuclear Medicine Technology Accreditation. 2 p.
  - 1984, April 27. Letter. From: John J. Fauser. To: Harold Shively. E: Nuclear Medicine Technology Accreditation. 2 p.
  - c. 1984. Loose paper. Depicts fall schedules for the Nuclear Medicine department. 8 p.
  - c. 1984. Data. "Community Colleges Degree Program Requirements." 9 p.
  - N.D. Loose paper. Handwritten notes on courses in the Nuclear Medicine department.
- 1984, May 10. Report. "Academic Program Review of the Culinary Arts Department." 2 copies (1 in binder, 1 bound).
- 1985, March 6. Report. "Report to the Faculty, Administration, and Students of the Medical Radiology Department, Bunker Hill Community College." Submitted to Bunker Hill Community College. Watson, Barbara Burton. 9 p. 2 copies.

- 1985. Report. "BHCC Medical Radiology Institutional Review." Includes correspondence prior to the report. These materials are in the front pocket:
  - N.D. Loose paper. Handwritten notes on the Medical Radiology review process. 3 p.
- 1986. Report. "Institutional Program Reviews: Criminal Justice and Fire Protection and Safety Technology." The binder is divided between the two departments, with each having a copy of the review and related documents/correspondence. This is in the front pocket of the binder:
  - 1986, March 5. Loose paper. Handwritten notes on the Fire Protection program review. 2 p.
  - 1986, March 13. Loose paper. Handwritten notes on the Criminal Justice program review. 2 p.
- 1987, March 19. Report. "Liberal Arts Program Review." 18 p. This document is in the same folder:
  - 1983, May. Report. "Final Report to the General Faculty." Liberal Arts Study Committee. 5 p.
- 1996, July. Handbook. "Guidelines for Conducting Academic Program Reviews." Bunker Hill Community College Division of Academic Affairs. Edited by Wylie, Thomas. Includes a memo used to distribute the work (attached to the first page). 26 p.

## **Box 5**

### **Folder 1 – CCSSE Self-Study and SENSE Reports (1)**

- 2008. Report. BHCC 2008 SENSE Survey Results with other SENSE Cohort data for comparison. 37 p.
- 2009. Report. "Community College Survey of Student Engagement 2009 Benchmark Summary Table – All Students Bunker Hill Community College, Massachusetts Consortium." Includes 2 copies of the table. 28 p.
- 2009. Data. "2009 Frequency Distributions: Bunker Hill Community College." 14 p.
- c. 2010. Document. "Short-Term Action Plan: Entering Student Success Institute Survey of Entering Student Engagement (SENSE)." 8 p.
- 2011, November 17. Memo. From: Emily Dibble, Executive Dean, Institutional Effectiveness. To: Dean Lori Catalozzi. Re: CCSSE Data Request. Includes the 2011 Means Summary Report. 7 p.
- 2011. Survey. "Bunker Hill Community College Special-Focus Items: SENSE 2011 Survey." 3 p. 2 copies.
- 2011. Report. "Community College Survey of Student Engagement: Bunker Hill Community College 2011 Key Findings." 8 p. 2 copies.

- c. 2011, Spring. Data. "Community College Survey of Student Engagement: Bunker Hill Community College: Comparing 2009 & 2011 Results." 55 p.

### **Folder 2 – CCSSE Self-Study and SENSE Reports (2)**

- c. 2011, Spring. Data. "Community College Survey of Student Engagement (CCSSE): Comparison of Spring 2009 and Spring 2011." Office of Institutional Effectiveness. 17 p.
- c. 2011, Spring. Data. "Community College Survey of Student Engagement (CCSSE): Comparison of Spring 2009 and Spring 2011." Office of Institutional Effectiveness. 5 p.
- 2011, October 12. Data. "Community College Survey of Student Engagement: 2011 Frequency Distributions – Bunker Hill Community College." Includes tables with the survey questions and student responses. 16 p.
- 2012. PowerPoint Presentation. "Community College Survey of Student Engagement: Bunker Hill Community College Comparing 2009 & 2011 Results." Includes survey data. 7 p. 2 copies.
- 2014, October 27. Document. "2015 Institutional Membership and Agreement Form Community College Survey of Student Engagement." Includes Pam Eddinger's signature.
- 2014, November 17. Minutes. Meeting to Discuss Special Focus Questions for Community College Survey of Student Engagement (CCSSE) Administration in 2015. 2 p.
- 2016. Report. "Community College Survey of Student Engagement: Bunker Hill Community College 2016 Key Findings." Includes charts displaying the results of the survey. 8 p. 2 copies.
- 2017, October 10. PowerPoint Presentation. "Community College Survey of Student Engagement: Bunker Hill Community College Comparing 2011 & 2016 Results." 28 p.
- N.D. Report. "Survey of Student Engagement Means Summary Report: All Students, BHCC, Massachusetts Consortium." 9 p.
- N.D. Report. "Bunker Hill Community College: First Look." 2p. 2 copies.
- N.D. Survey. "Survey of Entering Student Engagement." 8 p.
- N.D. Data. The document includes ranking data for BHCC's CCSSE reports for full and part time students between Fall 2007 and Fall 2011. 4 p.
- N.D. Data. The document has multiple tables and graphs presenting data on BHCC's retention rates between 2003 and 2011 for both full-time and part-time students. 4 p.

### **Folder 3 – Program Reviews 1996-1998**

- 1994, September. Document. "Division of Academic and Student Affairs Five-Year Academic Program Review Schedule." 4 p.
- 1996, April 19. Memo. From: Paul Rivers. To: Mon O'Shea. Re: Business Administration Department Evaluation.
- 1996, May 13. Memo. From: Kathryn C. Cauble. To: Susan Walling. Re: In-House Review. Includes a copy of the guidelines for program reviews. 4 p.



- 1996, May 14. Memo. From: Paul Rivers. To: Judy Lindamood. Re: Departmental Self Study.
- 1996, May 14. Memo. From: Paul Rivers. To: J. A. Miller. Re: Departmental Self Study.
- 1996, May 20. Memo. From: Thomas Wylie, Dean of Academic Affairs. To: Gwen Spencer-Shelton, Paul Rivers, Mike McSweeney, and Kate Cauble. Re: Update on status and schedule for Program Reviews. 3 p.
- 1996, December 9. Memo. From: Sandro. To: ESL Faculty Members. Re: Faculty Vitae and First Draft of the 1996-1997 ESL Department Self-Study. Includes a copy of the draft. 20 p.
- 1997, February 20. Memo. From: Thomas Wylie. To: James Ware. Re: Status of Program Reviews for AY 96-97.
- 1997, March 8. Memo. From: Paul Rivers. To: President Fifield. Re: Exit Interview / Outside Evaluator of the Hotel/Restaurant/Travel Management Program. 2 copies.
- 1997, June 3. Memo. From: Paul Rivers. To: President Fifield. Hotel Restaurant Travel Management program review. 3 p. 2 copies.
- 1997, June 20. Letter. From: Peggy L. Maki. To: Jim Ware. Re: New England Association of Schools & Colleges, Inc. Commission on Institutions of Higher Education. Includes Policy Statement on Institutional Effectiveness and Note on Institutional Effectiveness. 7 p.
- 1998, April 10. Letter. From: Paul Rivers. To: Norman J. Hebert. Re: Culinary Arts Program Evaluation.
- 1998, May 23. Report. "Academic Program Review Bunker Hill Community College Office Administration." Palmer, Janet J. 16 p.

#### **Folder 4 – Program Reviews 2014-2015**

- 2015, Spring. Report. "The Department of Computer Information Technology Electric Power Utility Program (EPUT) and Gas Utility Program (GUT): Academic Program Review Self-Study Report." Cronin, W. Robert and Mahoney, Jaime. This document is not the entire report; it contains only the table of contents and an agenda. 5 p.
- 2015, Spring. Report. "The Department of Hospitality: Academic Program Review Self-Study Report." This document includes only the table of contents and a summary of the report. 7 p.
- 2015. Document. "Table of Contents for English Department Self Study 2015." Includes an outline of the proposed table of contents with some editor's notes. 2 p.

#### **Folder 5 – Program Review Guidelines 1994**

- 1994. Document. "Guidelines for Conducting Academic Program Reviews." 13 p. 2 copies.

- 1994, February 18. Memo. From: Tom Wylie, Associate Dean of Academic and Student Affairs/International Programs. To: Academic Deans James Ware, Gwen Spencer-Shelton, Malinda Smutek, Mike McSweeney, and Kate Cauble. Re: Current DRAFT of Program Review. Includes a copy of the draft. 15 p.

#### **Folder 6 – Program Review Guidelines 1996**

- 1996, August. Document. “Guidelines for Conducting Academic Program Reviews.” 21 p. 2 copies.

#### **Folder 7 – Program Review Guidelines 1998**

- 1998. Document. “Guidelines for Conducting Academic Program Reviews.” 17 p. 2 copies.

#### **Folder 8 – Program Review Guidelines 2014-2015**

- c. 2015. Document. “Bunker Hill Community College Current and Upcoming Self-Studies and Program Reviews.” 2 p. 2 copies.
- c. 2015. Document. “Bunker Hill Community College – Program Review: Proposed ‘Standardized’ Dataset Provided by Institutional Effectiveness.” 2 copies.
- 2015, March. Documents. “Bunker Hill Community College Library and Learning Commons Self-Study Review for BHCC Nursing Education Program Accreditation.” Includes Library Expenditures for the R Section FY12,13,14. 33 p.

#### **Folder 9 – Other Self Study Review Documents**

- N.D. Document. “Bunker Hill Community College Academic Review Process.” Includes appendices. 9 p.

#### **Folder 10-12 – Medical Imaging Dept. Gen. Sonography 2015**

- 2015. Report. “Medical Imaging Department General Sonography Self-Study 2015.” Created by Medical Imaging Department [Department Chair: Misrati, Donna.; Program Director: Seibert, Christine M.] Submitted to: Commission on Accreditation of Allied Health Education Programs. 350 p.

#### **RG016.1— Great Boston Urban Education Collaborative**

- 1994, March 25. Document. “Greater Boston Urban Education Collaborative.” 2 copies.
- 1994, March 25. Program. “Ceremonial Signing of an Agreement Forming the Greater Boston Urban Education Collaborative.”
- N.D. “Greater Boston Urban Education Collaborative Guest List.”
- N.D. Loose papers. Includes information on the structure and implementation of the Greater Boston Urban Education Collaborative. 3 p.

### RG017 – BHCC Events\*\*\*

REVIEW & DETERMINE whether these categories need be added

- Commencement and Convocation
- Honors ceremonies
- Employee Recognition
- Anniversaries

#### **Box 1**

RG017.01 – BHCC Visitors (Note: Box needs to be refolded. I will do that when I return.)

- N.D. “Bunker Hill Community College Honors program Presents a Faculty Point of View: Academic Success, Diversity and Mentoring.”
- 2013. Flyer. “Office of Diversity and Inclusion Bunker Hill Community College Speakers 2013-2014.” 2 copies.
- 1981. BHCC Work-shop ‘81
- 1985, October 1. “A Celebration: Totem of Unity.”
- 1987, February 26. Letter. From: Office of Senator Edward M. Kennedy of Massachusetts. Committee on Labor and Human Resources Notice of Field Hearing.
- 1987, February 27. Senator Kennedy Hearing. Agenda.
- 1987, February 26. Memo. To: Dean William Craft. From: Nancy Keyes. Senator Kennedy/ Educational Telecommunications Hearing.
- 1989, November 20. Letter. To: Ms. Laurie Cabot. From: Linda Weinstein.
- 1989, December 9. Letter. To: Gail Dines-Levy. From: Linda Weinstein.
- 1990 February 1. “Bunker Hill Community College Celebrates African-American History Month, February 1-March 2, 1990.”
- 1990, February 15. Legislator’s Staff Day: Excellence in Education and Community Service.
- Spring 1990. “Bunker Hill Community College Announces: The Lunchtime Lecture Series.”
- 1990, June 21. Letter. To: Huang Yasheng. From: Linda Weinstein.”
- 1990, August 7. Letter. To: Huang Yasheng. From: Linda Weinstein”
- 1990, Sep 18. Memo. To: Luke Salisbury. From: Linda Weinstein. Re: Speakers.”
- N.D. “Dines-Levy, Gail., Wheelock College.” Curriculum Vitae, 3 p.
- N.D. “Huang, Yasheng. Harvard University.” Curriculum Vitae, 3 p.
- 1991, March 4. Program. “Bunker Hill Community College announces the 1991 Spring Semester Speaker Series Featuring a Special Appearance by Senator John Kerry” (2 copies)

- 1993, October 20. Letter. From: Paul Richards. To: Linda Weinstein. Re: Sergei Khrushchev Special Reception invitation.
- 1993, October 20. Memo. From Paul Richards. To: The College Community. RE: Sergei Khrushchev.
- 1993, May 11. Memorial Service for Gerald M. Shea Associate Professor & Chairperson Business Administration Department.
- 1994, February 17. Memorial Service for Edward L. Kerr. Professor and Former Chairperson Business Administration department.
- 1995, November 15. Speech. Delivered by Anne R. Umansky at the Alpha Kappa MU Honor Society Bunker Hill Community College. 2 Copies.

A

- 1996, September 10. Memo. From Thomas Wylie. To: Jim Ware et al. Re: Liaoning Taxation College, China. Includes a letter from Liu Shubao.
- 1996, November 4. Typed presentation with photos. "Summary of John Kerry's visit and talk with BHCC faculty and students." 4 pages, 8 photos. By Kathy Giordano.
- 1996, October 17. "Memorial Service for Ralph Radell: Professor & Chairperson English as a Second Language Department"
- 1997, March 6. "'Golden Voices' 'Concert Choir; 1997 New England Tour. The Tuskegee University 'Golden Voices' Present A Tribute in Song."
- 1998, April 8. Brochure. "Massachusetts Tech Prp Postsecondary Conference. Strategies for Success: Transitioning Tech Prep Students From Secondary to Postsecondary Institutions." 2 copies.
- 1998, September 17. Pamphlet. "Sharyn Lowenstein's New Book, Frame by Frame- A Visual Guide to College Success (Prentice-Hall, 1999).
- 1998, December 8. Agenda. All-College Forum.
- 1998. Press Release. "Congressman-Elect Michael Capuano Visits BHCC.
- 1998, December 1. Memo. From: Gregg Nolan. To: John Linecheck. Re: BHCC Forum. Attached is College Forum Information.
- 1999, June 22. "In appreciation"; Buffet Luncheon in appreciation of Mon O'Shea's retirement
- 2002, March 19. "Bunker Hill Community College presents an evening at the John F. Kennedy Library and Museum with Dick Gregory." Pamphlet invitation. (2 copies)
- Photograph of Dick Gregory
- 2002, April 2. "Massachusetts Community Colleges' Conference on Teaching and Learning."

- 2002, May 7. "It's All in the Frijoles: Yolanda Nava." Sponsored by the Office of Diversity and Inclusion.
- 2003, October 9. "Governor Bill Richardson Announces Essay Contest for College Students Nation-wide at Bunker Hill Community College."
- 2004, January 22. Flyer. "Celebration of the Life and Work of Martin Luther King Jr." (Sponsored by the BHCC Office of Diversity and Inclusion, program of events on the back, attached is a photo of Professor Chris Edley Jr. who spoke at the event)
- 2005, March 14. Newspaper clipping. "Mary Robinson to Speak in Boston." Irish Emigrant.
- 2005, March 17. Newspaper clipping. "BHCC welcomes former president of Ireland." Chelsea Record.
- 2005, March 21, Newspaper clipping. "Mary Robinson at Bunker Hill Community College." Irish Emigrant.
- 2005, October 27. Program. "An Afternoon with the Tuskegee Airmen." 2 copies.
- 2005, October 27. Invitation. "An Afternoon with the Tuskegee Airmen." 2 copies.
- N.D. Welcome reception in honor of President Piedad F. Robertson.
- Press release.
- Fliers.
- Contest instructions.
- Transcript of Pres. Fifield's introduction of the Governor.
- 2015, April 23. Flyer. "The Office of Diversity and Inclusion and the One Book Program present: A Conversation with Josh Neufeld."
- 2017, April 27. Flyer. "The Office of Diversity and Inclusion and the One Book Program present: A Conversation with Shirley Lacks and David Lacks, Jr."
- 2018, April 26. Flyer. "A conversation with Edwidge Danticat" 2 copies.
- 2018, October 4. Flyer. "BHCC Celebrates Indigenous Peoples Day with Larry Spotted Crow Mann." 2 Copies.
- 2018. Program. "Bunker Hill Community College 2018-2019 Speakers." 2 Copies.
- N.D. Flyer. "The Partition of British India: A History and its Legacies" The South Asian Programming Team and Building the Framework for Success in Collaboration with One Book Program.

017.01.02 – Compelling Conversations Speaker Series

**Folder 1: Ray Suarez and Jehan Sadat**

- 2006, April 6. Newspaper clipping. "Suarez will take part in BHCC's Compelling Conversations. *Chelsea Record*.
- 2006, November 23. Jehan Sadat. Newspaper clipping. No title. Re. Jehan Sadat lecture at BHCC. 2 copies.
- 2006, November 23. Jehan Sadat. Newspaper clipping. "Sadat to speak at BHCC on Nov. 28." *Charlestown Patriot-Bridge*. 2 copies.
- 2006, November 28. Jehan Sadat. Press release
- 2006, November 29. Jehan Sadat. Newspaper clipping. 2 copies
- 2006, November 29. Jehan Sadat. Newspaper clipping. "Egypt's Sadat visits BHCC." *The Boston Globe*. 2 copies.

#### **Folder 2: Richard Dreyfuss**

- 2007, January 11. Richard Dreyfuss. Newspaper clipping. "Actor and Activist Richard Dreyfuss To speak at Bunker Hill College." *Everett Leader-Herald News Gazette*.
- 2007, January 11. Richard Dreyfuss. Newspaper clipping. "Richard Dreyfuss to speak at BHCC." *Charlestown Patriot-Bridge*.
- 2007, January 11. Richard Dreyfuss. Newspaper clipping. "Dreyfuss to Speak at BHCC." *Chelsea Record*. 2 copies.
- 2007, January 30. Richard Dreyfuss. Newspaper clipping. "Oscar-winning actor and activist is now civics teacher."
- 2007, January 31. Richard Dreyfuss. Newspaper clipping. "Actor Richard Dreyfuss headlined a speaker's series yesterday at Bunker Hill Community College."
- 2007, January 31. Richard Dreyfuss. Photograph. "Richard Dreyfuss at Bunker Hill Community College."
- 2007, February 1. Richard Dreyfuss. Group photograph.

#### **Folder 3: Ken Burns**

- 2007, November 27. Ken Burns. Press release. "Filmmaker Ken Burns Brings World War II to Bunker Hill Community College." Photograph attached.
- 2007, November 1. Ken Burns. Press release. "Filmmaker Ken Burns to Speak at BHCC."

#### **Folder 4: Programs, Invitations, Pamphlets, Posters and Booklets**

- 1999, April 23. Third Conference on Teaching & Learning in Community Colleges: Teaching for Learning: Exploration, Reflection, and Innovation.
- 2002, April 12. Program. Teaching and Learning about the Middle East, Information, Best Practices and Resources. (Boxed)

- 2004. Flyer. Upcoming 2004-2005 Compelling conversations speaker series.
- 2005. Flyer. Upcoming 2005-2006 Compelling Conversations Speaker series.
- 2006. Pamphlet. "Compelling Conversations Speakers 2006-2007."
- 2007. Flyer. "Compelling Conversations Speaker Series Upcoming Speakers" 2 copies
- 2007, January 30. Program. Richard Dreyfus. 4 p. Includes upcoming speakers flyer. 2 copies.
- 2007. Flyer. BHCC Upcoming Events includes compelling conversations for Spring 2007 and Art Gallery Exhibitions.
- 2008, December 4. Program. Bob Woodward event. 4 p.
- 2008, December 4. Invitation. Bob Woodward private luncheon invitation.
- 2010, April 9. 13th Annual Massachusetts Community College Conference on Teaching, Learning and Student Development.
- 2010, November 30. Brochure. Rosie Perez: Actress and AIDS Activist.
- 2010, November 30. Invitation. Rosie Perez luncheon invitation
- 2010-2011. Pamphlet. Gail Collins, Rubin "Hurricane" Carter, and Rosie Perez. 2 copies.
- 2012. Program. Harold E. Ford Jr. 4 p.
- 2012-2013. Pamphlet. Harold E. Ford, Jr. and Laila Ali. 2 copies.
- 2014-2015. Pamphlet. Giancarlo Esposito, Ice-T, and Tawakkol Karman.
- 2014, February 27. Program. Marlee Matlin.
- 2014, April 10. Program. B. D. Wong.
- 2015, February 26. Pamphlet. Ice-T. 2 copies.
- 2015, February 26. Program. Ice-T. 2 copies.
- 2016, October 13. Program. John Quiñones. 2 copies.
- 2016, October 13. Lunch Menu. John Quiñones. 2 copies.
- 2016, October 13. Poster. John Quiñones.
- 2006, February 9. Postcard. Barbara Ehrenreich.
- 2007, January – April. Postcard. Richard Dreyfuss, Mary Frances Berry, and Juan Williams.
- 2007, March 1. Program. Mary Frances Berry.
- October 2004-March 2005. Pamphlet. Felipe Luciano, Frank H. Wu, Nathan McCall, and Mary Robinson.
- 2006, April 13. Program. Ray Suarez.
- 2006, November 28. Program. Jehan Sadat. 2 copies.
- 2016, April 14. Program. Jerry Greenfield. 2 copies. (Double-Check to make sure we have them. 8/15- additional copy found).

- 2008-2009. Pamphlet. Bob Woodward and Gloria Steinem.
- 2011, March 24. Program. Robin "Hurricane" Carter.
- 2017, March 2. DVD. Dewy Bozella.
- 2010, November 30. Postcard. Rosie Perez. 2 copies.
- 2010, November 30. Poster. Rosie Perez.
- 2010, November 30. Lunch Menu. Rosie Perez.
- 2009, October 27. Poster. Sanjay Gupta, M.D.
- 2013-2014. Pamphlet. Danny Glover, Felix Justice, Marlee Matlin, and B.D. Wong.
- 2010, November 30. Invitation. Rosie Perez.
- 2014, February 27. Pamphlet. Marlee Matlin.
- 2014, April 10. Pamphlet. B.D. Wong. 2 copies.
- 2017, February 23. Oversized flyer/poster. "Wes Moore." **Item placed in oversized material box.**
- 2017, October 26. Flyer. "Kareem Abdul-Jabbar." 2 copies.
- 2017, October 26. Program. "Kareem Abdul-Jabbar." 2 copies.
- 2017, November 16. Program. Difficult Dialogues: Jose Antonio Vargas. "Undocumented Residents, Unwanted Refugees and America's Values." 2 Copies.
- 2018. Flyer. "Compelling Conversations 2018-2019 Speakers."
- 2018, November 15. Flyer. "Compelling Conversations Speaker Series: Matthew Desmond Pulitzer Prize-winning Sociologist and Author." 2 Copies.
- 2018, November 1. Flyer. "Compelling Conversations Speaker Series: Lt. Colonel Olga Custodio USAF (Retired) Fighter Pilot, STEM Advocate and Trailblazer." 2 Copies.
- 2019, September 26. Flyer. "Compelling Conversations: Adam Foss." 2 copies.
- 2019, October 22. Flyer. "Compelling Conversations: Gina McCarthy." 2 copies.

#### **Folder 5: Mary Robinson**

- 2005, March 3. Newspaper clipping. "Former Irish president to speak at BHCC." Charlestown Patriot & Somerville Chronicle. 2 copies.
- 2005, March 10. Newspaper clipping. "Former Irish prez Robinson visits Bunker Hill Community." Somerville Journal.
- 2005, March 10. Newspaper clipping. "Robinson appearing at BHCC March 15." Chelsea Record.
- 2005, March 15. Program. "A Compelling Conversation with Mary Robinson."
- Newspaper clipping. "Former president of Ireland speaks at BHCC." Bowers, Alexandra. 2 copies.



### **Folder 6: Miscellaneous**

- 2004, September 28. Newspaper clipping. "Zinn, Chomsky speak against apathy." Daily Free Press (Boston University). Mahoney, Brendan.
- 2004, October 20. Newspaper clipping. "Luciano to speak at Bunker Hill Community College." East Boston Times-Free Press.

### **Folder 7: Danish and Australian Colleges Visitors**

- 2005, February 4 - March 4. Email. From: James McKenney. To: Torben Jessen. 9 pages.
- 2005, March 10-29. Email. From: Vilma M Tafawa. To: Lee Hines. Re: Southbank Institute, Australia, requests visit to Bunker Hill Community College. 3 pages.
- 2005, April 14. Flyer. "Bunker Hill Community College welcomes Danish Business Colleges Administrators."
- 2005, April 14. Program. "Danish Business Colleges Administrators Visit." BHCC. 3 pages.
- c. 2005, April (?). Presentation. Handwritten speech and notes; content implies for 'Danish Business Colleges Administrators' event. Hines Jr., Dr. Lee J. (?). 2 pages speech; 2 pages notes.

### RG017.02 – Convocation

Beginning in 2013, due to a collecting policy reversal, each year will have its own small box to capture the memorabilia from the event. (In the case of limited materials for a year, some years will be grouped with existing years).

### **Box 1**

Convocation Program and accompanying materials distributed to the BHCC faculty & staff.

- 1976, June. Two speeches given by 1976 graduates Gertrude O'Brien and Linda Carco.
- 1998, September 3. Program. "Fall 1998 Convocation. Thursday, September 3, 1998."
- 1999, Sep 2. Fall 1999 Convocation. 2 copies.
  - o Program. "Fall 1999 Convocation. Thursday, September 2, 1999."
  - o Event handouts:
    - Organization charts.
    - 1999, November 23. Memo from President M. Fifield.
    - Progress report on the implementation of the new student information system (DATATEL).
      - Action plans for 1999-2000.
      - 1999, September 2. Memo. From: Tom Wylie. Re: National survey of community college students.
      - N.D. Memo. From: Anne Minton, Tom Wylie. Re: Summary of preparation for the NEASC Evaluation Team.

- 1999, September. Progress report.
- *Teaching for our Times*. v.1.
- 2000, August 31. Fall 2000 Convocation.
  - Program. "Fall 2000 Convocation. Thursday, August 31, 2000."
  - Organization charts.
  - BHCC Scholarships.
  - Awards + Resource Information.
  - International Professional Development Grant Opportunities for BHCC Faculty: academic year 2000-2001.
  - BHCC Honors program.
  - General Education Competencies. Draft.
  - Fall College Calendar 2000.
  - *Teaching for Our Times*. v.11.
- 2001, August 30. Fall 2001 Convocation.
  - Program. "Fall 2001 Convocation. Thursday, August 30, 2001."
  - Faculty Resource Book.
  - Fall College Calendar.
  - Organizational Charts.
  - International Admissions.
  - International Professional Development Grant and Scholarship Opportunities for BHCC Faculty: academic year 2001-2002.
  - Floor plan: New Technology/Health/Physical Fitness Center.
  - Fall 2001 Convocation agenda.
  - Power point presentation printout: BHCC & Big Dig.
  - *Teaching for Our Times*. v.11.
  - "New Bostonians' Community Resource Directory." Thomas Menino, Mayor of Boston.
- 2002, August 29. Fall 2002 Convocation.
  - Program. "Fall 2002 Convocation. Thursday, August 29, 2002."
  - Convocation Postcards.
  - 2002 Fall College Calendar.
  - BHCC organizational charts. 2 copies.
  - BHCC highlights of 2001-2002 Action Plan.
  - BHCC goals and objectives 2002-2005.
  - International professional development opportunities for BHCC faculty. Academic Year 2002-2003.
  - Flyer. "Contact your Library Liaison Today."
  - Flyer. "Multi-Assistance Center."
- 2003, August 29. Fall 2003 Convocation
  - Program. "Fall 2003 Convocation. Thursday, August 29, 2003."
  - BHCC Pamphlet.
  - Fall 2003 College Calendar.
  - Faculty Guidelines for Students with Disabilities.

- o BHCC Organizational Charts.
- o Stationary package with Charlestown and Chelsea buildings images.
- o Speech "Mud, Madness and Miracles. The 30th Anniversary, BHCC." Bonah, Brent. Founding Dean of Continuing Education, Professor of English. 13 p.
- 2004, September 2. Fall 2004 Convocation.
  - o Program. "Fall 2004 Convocation. Thursday, September 2, 2004." 2 Copies.
  - o 2004. "Fall Convocation." Information about faculty and staff.
  - o "Teaching for Our Times" Vol. 4.
  - o Telephone Directory 2004. 2 Copies.
  - o Faculty Guidelines for Students with Disabilities. 2 Copies.
  - o 2004 Fall Calendar. 3 Copies.
  - o "Motivation: Er . . . Will That Be On the Test?"
  - o "The American Community College: Nexus for Workforce Development."
  - o Also includes memorabilia: umbrella.
  - o 2004, January. Open House: Information/Registration Session. 3 copies.
- 2005, September 1. Fall 2005 Convocation.
  - o Memo. Re: Steps to Success Series.
  - o Faculty Guidelines for Students with Disabilities.
  - o Fall 2005 Academic Calendar. 2 copies.
  - o Telephone Directory 2005.
  - o Spring 2005 Calendar.
- 2006, August 31. Program. "Fall 2006 Convocation. Thursday, August 31, 2006." Two Copies.
  - 2007. Calendar. Spring 2007 College-Wide Calendar. 6 p.
- 2007, August 30. Program. "Fall 2007 Convocation. Thursday, August 30, 2007." 12 p. 2 Copies.
- 2008, August 28. Program. "Fall 2008 Convocation. Thursday, August 28, 2008." 3 copies.
  - Fall 2008 College-Wide Calendar. 6p.
- 2009, September 3. Program. "Fall 2009 Convocation. Thursday, September 3, 2009." 3 copies
- 2010, September 2. Program. "Fall 2010 Convocation. Thursday, September 2, 2010." 2 Copies
- 2011, September 1. Fall 2011 Convocation.
  - o Program. "Fall 2011 Convocation. Thursday, September 1, 2011." 2 Copies.
  - o Student Support Services 2011-12.
  - o Brochure. Public Safety.
  - o Academic Calendar September 2011-August 2012.
  - o Faculty Guidelines for Students with Disabilities.
- 2012, August 30. Fall 2012 Convocation.
  - o Program. "Fall 2012 Convocation. Thursday, August 30, 2012." 2 copies.
  - o Student Support Services 2012-13.
  - o Charlestown Campus Map.
  - o BHCC Hours of Operation.
  - o Academic Calendar September 2012-August 2013.
  - o Faculty Guidelines for Students with Disabilities. 2 copies.
  - o 2013, August 29. Fall 2013 Convocation. 3 Copies.
- 2014, August 28. Program. "Fall Convocation 2014. August 28, 2014." 2 copies.

- 2014. Flyer. 2014-2015 BHCC Event Highlights.
- 2015, September 3. Convocation 2015. 2 copies.
  - o 2 postcards with 2015-2016 event highlights.
  - o 2015, September 3. Flyer. Convocation 2015 event highlights.
  - o Program. September 3 2015 Convocation program. 2 copies. (Double Check)
- 2016, September 1. Convocation 2016.
  - o Program. September 1 2016 Convocation program. 2 copies.
  - o Flyer. BHCC Dialogue Series. 2 copies.
  - o Flyer. 2016-2017 Standing Meeting Schedule. 2 copies.
  - o Flyer. Year of the Engaged Campus. 2 copies.
  - o Flyer. Speakers for Academic Year 2016-2017. 2 copies.
  - o Flyer. Talking Politics Engaging in the 2016 Election. 2 copies.
  - o Flyer. Engage BHCC Fall 2016 Open House. 2 copies.
  - o Flyer. Compelling Conversation Speaker Series John Quiñones. 2 copies.
  - o Flyer. BHCC Celebrates Black History Month. 2 copies.
  - o Flyer. Bunker Hill Community College Celebrates Women's History Month 2017. 2 copies.
  - o Flyer. Bunker Hill Community College Celebrates National Poetry Month. 2 copies.
  - o Flyer. Hispanic Heritage Month 2016. 2 copies.
  - o Flyer. International Education Week. 2 copies.
  - o 2017, August 31. Convocation 2017
  - o Bunker Hill Community College Catalog 2017-2019. 2 copies.
  - o Program. August 31 2017 Convocation 2017. 2 copies.
  - o 2017, November 9. Flyer. "Fall Jazz Celebration" Jazz South Africa II-Emerging from the Shadow of Apartheid." 2 copies.
  - o 2017-2018. Flyer. "Professional Development and Community Building Opportunities." 2 copies.
  - o 2017. Flyer. "Fall CareerConnect Fairs." 2 copies.
  - o 2017. Flyer. Speakers for the Academic Year 2016-2017. 2 copies.
  - o 2018, August 30. Program. Convocation 2018. 10 p.
  - o 2024, August 29. Program. Convocation 2024. 6 p. 2 copies.

## Box 2

- 2013, August 29. Convocation 2013.
  - o Tote bag containing:
    - T-shirt.
    - Lunch tote.
    - Program. "Convocation 2013. August 29, 2013. Celebrating 40 Years."
    - Memo. To: All Faculty and Staff. From: Robert Barrows (Director of Public Safety/Chief of Police).
  - 2013. Agenda. "New Adjunct Faculty Orientation" 3 p.
  - 2013. Brochure. Campus Safety Information. Trifold 2 copies. (check if any extras can be placed elsewhere ^, v)

• 2013. Brochure. Public Safety and Campus Police Frequently Asked Questions. Trifold. 2 copies.

- 2013. Brochure. "Community Engagement." trifold. 2 copies.
- 2013. Brochure. "Fitness and Wellness for Faculty and Staff." Trifold. 2 copies.
- 2013. Brochure. "Integrated Marketing and Communications." Trifold. 2 copies.
- 2013. Brochure. "Single Stop." Trifold. 2 copies.
- 2013. Brochure. "LifeMap in the Classroom: A Guide for Faculty." Trifold. 2 copies.
- 2013. Brochure. "Office of Diversity and Inclusion." 2 copies.
- 2013. Flyer. "Filtrated Water Bottle Fill Stations." 2 copies.
- 2013. Flyer. BHCC Shuttle Schedule. Front Side for Charlestown, back is Chelsea. 2

copies.

- 2013. Flyer. "Free Museum Passes for BHCC Faculty and Students." 2 copies.
- 2013. Flyer. "Safeguarding Your Personal Property." 2 copies.
- 2013. Flyer. "Community Engagement Student Programs." 2 copies.
- 2013. Flyer. "Art Gallery at Bunker Hill Community College Exhibitions and Artists'

Receptions." 2 copies.

- 2013. Flyer. "Focus on Learning: The Innovative Teaching and Learning Series." 2 copies.
- 2013. Book. "Student Support Services 2013-14." 37 p. 2 copies.
- 2013, September 17. Flyer. SpeechSlam event. 2 copies.
- N.D. Police Office bookmark.
- Flyer. Student Programs.
- 2013, August 29. Program. "Bunker Hill Community College Convocation 2013." 16 p. 2

copies (check for duplicates).

#### RG017.03 – Anniversaries

- 10th Anniversary 1973-1983. Educational planning file. Celebrating excellence in education and community service. (Folder only.)
- 1983, November. Summary report. "Tenth Anniversary Celebration." Prepared by J. Lampka. 29 p.
- 1983, November. Advertisement. "BHCC 10th Anniversary Celebration."
- Invitations and announcements for BHCC 10th anniversary celebration.
- "Fifteen Years of Excellence in Education." 2 copies.
- 1992. Memo. From: Joan Jillson. To: Members of the 20th anniversary committee. 3 pages.
- 1992, March 10. Memo. From: Tom Wylie. To: Member of BHCC's 20th Anniversary Committee. Re: Draft thoughts on fundraising. 3p.
- Postcards. BHCC 20th anniversary.
- 1994. Document. "20th Anniversary Budget."
- 1994. Flyer. 20<sup>th</sup> Anniversary Gala RSVP Faculty flyer.
- 1994, May 20. Program. "BHCC 20th anniversary celebration Gala Event." 4 copies.

- 1994, May 21. Schedule. "20Fest." 2 copies.
- 1994, May 20. Save the Date. 20th Anniversary.
- 1994, June 3. Memo. From: President Stikes. To: Ted Carlson, Chairperson, 20Fest. Re: 20th Anniversary Celebration/Festivities.
- 1994, June 14. Memo. From: Laureen Greene. To: Bill Craft. Re: 20th Anniversary.
- 1994, April 4. Memo. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: 20th Anniversary Meeting Schedule.
- 1994, April 28. Memo. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: 20th Anniversary Events Meeting.
- 1994, January 12. Memo. From: Richard G. Wahlgren. To: Laureen Greene. Re: May 21, Event- Festival.
- 1994, January 27. Memo. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: 20th Anniversary Events Planning.
- 1994, April 1. Memo. From: Gretchen Wass Rehak. To: Paul Richards. RE: 20th Fest Road Race. Includes memo from Gretchen to Sue Volpe regarding 20th Fest AIDS Walk. 2 p.
- 1994, April 7. Letter. From: Lieutenant Colonel John E. Jenner Jr. To: Ted Carlson. RE: Request for Army National Guard in 20Fest Denied. Includes original letter from Ted Carlson and Army infantryman regarding request. 3 p.
- 1994, April 19. Memo. From: Gretchen Wass Rehak. To: Runners, Walkers and Enthusiastic Volunteers. RE: 1st Annual River Run Road Race.
- 1994, May 12. Memo. From: Ted Carlson. To: Dick Wahlgren. RE: Facility Needs for 20Fest.
- 1994, May 21. Flyer. 1st Annual River Run. 2 copies.
- N.D. Folder. Celebrating 20 Years of Excellence. 2 copies.
- 1994, February 1. Memo. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: Supplemental Memo 20th Anniversary Meeting.
- 1994, January 18. Memo. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: 20th Anniversary Planning.
- 1992, February 21. Memo. From: President Assar. To: Members of the 20th Anniversary Committee. Re: Committee Charge.
- 1992, March 4. Memo. From: Bill Craft. To: 20th anniversary committe. Re: Meeting Schedule. 2p.
- 1992, March 9. Memo. From: Tom Desilets. To: Bill Craft and 20th Anniversary Committee. Re: Anniversary Information.
- 1992, March 27. Memo. From: Patricia Chisholm. To: 20th anniversary committee. Re: Minutes of meeting held on Thursday, March 26, 1992. 4 pages.

- 1993, July 6. Memo. From: J. Cho. To: 20th Anniversary Planning Committee. Re: Invitation to Meeting Scheduled for Tuesday July 13.
- 1993, October 14. Memo. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: 20th Anniversary Celebration Planning.
- 1993, December 6. Memo. From: Laureen Greene. To: Bill Craft. Re: Planned 20th Anniversary Dinner Dance.
- 1993, November 18. Memo. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: 20th Anniversary Events Planning.
- 1993, September 28. Memo. From: Laureen Greene, Director of Marketing. To: Anniversary Committee Members. Re: Ad Hoc 20th Anniversary Planning Committee.
- 1993, November 1. From: Laureen Greene. To: 20th Anniversary Committee Members. Re: 20th Anniversary Planning.
- 1993, October 8. Ad Hoc 20th Anniversary Planning Committee. Agenda.
- N.d. Bumper Sticker. 20 Years of...Learning for the Real World. 2 copies. (more copies found, double check to make sure we have these).
- 25th Anniversary. Year to-date advertising and publicity.
- BHCC 25th Anniversary Celebration "Gloria Choir" from Russia.
- Flyer. "BHCC 25th Anniversary." 4 p.
- Flyer. "BHCC 25th Anniversary flyer." Double sided pages.
- 1997, August 20. Organizational Charts.
- N.D. Press release. "BHCC Searching for Alumni to Join 25th Anniversary Celebration."
- 1997, September 29. Press release. "Alumni Halloween Dance/25th Anniversary."
- 1997, November 17. Memo. From: Kristine Dow. To: Kathy Giordano. RE: Information for Press Release – Halloween Dance.
- 1997, December 16. "Representative Connolly Attends BHCC 25th Anniversary Kick-Off Celebration. 2 copies.
- 1998, June 10. Letter. From: William D. Hart [Bill Hart]. To: Hobert Yates. Re: Thank you for performing at the 25th Anniversary Gala.
- 1998, June 13. Flyer. "Bunker Hill Community College Presents the Antique All-Wheel Show-n-Shine."
- BHCC Advertising in local newspapers. 1998. Various paging.
- 1998, May 30. Program. 25th Anniversary Gala Celebration.
- 2002, November 26. Letters. From: Donna Tambasico. Re: information about photo shoot for alumni to celebrate 30th anniversary.
  - To: Tonya Cameron.
  - To: Linda Gibbons.
  - To: Tie Chen.

- To: Keith Slattery.
- To: Maurice Cromwell.
- 2003, December 4. Program. BHCC 30th Anniversary Holiday Celebration. 2 copies.
- 2003, December 4. Invitation. Bunker Hill Community College's 30th Anniversary. 2 copies.
- 2003, May 7. Memo. From: William D. Hart. To: BHCC 30th Anniversary Committee. Re: Suggested Events as Discussed at the May 6, 2003 Meeting and Additional Suggestions Forwarded Following the Meeting.
- 2003, August 4. Memo. From: William D. Hart. To: BHCC 30th Anniversary Committee. Re: Updated 30th anniversary event list.
- 2003. "Bunker Hill Community College celebrates thirty years of growth in service and diversity. Martinez, Tony P., Alison P. Martinez.
- 2003. BHCC 30th anniversary newspaper advertisement.
- 2014, April 30. Booklet. "Ruby Night: An Evening Celebrating the 40th Anniversary of Bunker Hill Community College."
- 2014. Flyer. Bunker Hill Community College 40th Anniversary Events.
- 2014. Booklet. Bunker Hill Community College 40th Anniversary Events. "40 Alumni, 40 years." 2 copies.
- 2014. Booklet. Bunker Hill Community College 40th Anniversary Events. "The Inaugural Year of the Seventh College President Pam Y. Eddinger Ph.D."
- 2014. Bunker Hill Community College 40th Anniversary Events. Ruby Anniversary Sponsorship Levels. 4 Copies
- 2014/ Brochure. Bunker Hill Community College 40th Anniversary Events. Ruby Night; An Evening Celebrating the 40th Anniversary of Bunker Hill Community College. 13 Copies
- 2014, April 9. Program. "The Bunker Hill Community College 40th Anniversary and the Inaugural Year of the Seventh College President Pam Y. Eddinger, Ph. D." Bunker Hill Community College. Includes a booklet titled "40 Alumni 40 Years." 2 copies.
- 2014, April 9. Invitation. "Please join us for a reception celebrating: The Bunker Hill Community College 40th Anniversary and the Inaugural Year of the Seventh College President Pam Y. Eddinger." From: Bunker Hill Community College. 2 copies.
- N.D. Binder. "25th Anniversary Materials."
- N.D. "Bunker Hill Community College celebrates its 20th anniversary: report of the planning committee
- N.D. Letter. From: C. Scully Stikes and the 20th Anniversary committee. To: Faculty colleagues. RE: Invitation to participate in 20FEST. 2 p.

**Folder Name: 50<sup>th</sup> Anniversary**



- 2024, April 30. Program. "50th Anniversary Celebration Bunker Hill Community College" 2 copies.
- 2024, April 30. Magazine. 50 Year Anniversary Bunker Hill Community College Magazine Special Magazine Preview. (One Copy)
- 2024, April 30. Pin. 50th Anniversary BHCC pin. (1/1)

#### RG017.04 – Employee Recognition

##### **Folder 1: Programs and Invitations**

- 1992, November 18. Program. "The Inauguration of C. Scully Stikes as President." 2 copies [check]
- 1994, May 20. Program. "Employee Recognition Celebration." 2 copies.
- 1998, May 7. Program. "Employee Recognition Celebration." 2 copies
- 1999, May 10. Program. "Employee Recognition Celebration."
- 2000, May 11. Program. "Employee Recognition Celebration."
- 2001, May 10. Program. "Employee Recognition Celebration."
- 2002, May 8. Program. "Employee Recognition Celebration."
- 2002, May 8. Program. "Reflections: Memories of the BHCC Experience Written by 25-year Employees and Retirees." 2 copies.
- 2003, May 8. Program. "Employee Recognition Celebration." 2 copies.
- 2003, May 8. "Reflections: Memories of the BHCC Experience Written by our Long-Term Employees and Retirees." 2 copies.
- 2003, December 9. Program. "A Celebration of Retirees." 2 copies.
- 2004, May 13. "Reflections: Memories of the BHCC Experience Written by Our Long-Term Employees and Retirees."
- 2004, February 24. Invitation. "New Faculty/Professional Staff Luncheon."
- 2013, May 10. Program. "Employee Recognition Celebration." 2 copies.
- 2007, May 8. Program. "Employee Recognition Celebration." 2 Copies.
- 2017, May 4. Program. "Employee Recognition Celebration." 2 Copies.
- ND. Program Schedule. "30th Anniversary Celebration of Retirees." 2 copies.
- 2006, May 11. Invitation. "Employee Recognition Celebration."
- 2012, April 19. Invitation. "Employee Recognition Celebration."
- 2005, May 12. Invitation. "Employee Recognition Celebration."
- 2003, May, 8. Invitation. "Employee Recognition Celebration."
- 2016, May 5. Program. "Employee Recognition Celebration." 2 copies.
- 1999, May 10. Invitation. "Employee Recognition Celebration."
- 2018, May 3. Program. "Employee Recognition Celebration." 2 copies.

## **Folder 2: Press Releases and Memo's**

- 1995, April 26. From: Milagros M. Aherrera. To: All Employees of Bunker Hill Community College. Subject: Addendum to: CELEBRATION/May 11, 1995
- 1996, May 1. Memo. From: Shirley H. Doherty. To: Frank D. Doherty. Re: Hometown of Awardees. (2 copies)
- 1996, May 9. List of award recipients for Employee Recognition Awards Ceremony.
- 1996, May 21. Memo. From: Kathy Giordano. To: Milagros Aherrera. Re: Employee Recognition Award Information.
- 1996, June 13. Memo. From: Kathy Giordano. To: Vice President William Craft, Assistant to President William Hart, Gretchen Rehak Interim Director CEBO. Re: Employee Recognition. Press Release (2 copies).
- 1997, August 18.
  - List of Employee Recognition Award recipients and hometown newspapers for press releases.
  - Press Release. Award given to Courtney McGlynn and Judith Tully. Photograph Included.
  - Press Release. Award given to Vincent White and Dean Paul Rivers. Photograph Included.
  - Press Release. Award given to Lorraine Trethewey. Photograph Included.
  - Press Release. Award given to Michelle Schweitzer. Photograph Included.
  - Press Release. Award given to Donald Connors and Jeffrey Bowe. Photograph Included.
  - Press Release. Award given to Yvette Straughter. Photograph Included.
  - Press Release. Award given to Jessica Bethoney. Photograph Included.
  - Press Release. Award given to Courtney McGlynn. Photograph Included.
  - Press Release. Award given to Joan Jillson. Photograph Included.
  - Press Release. Award given to Joan Jillson and Donald Connors. Photograph Included.
  - Press Release. Award given to Eugene Liu. Photograph Included.
  - Press Release. Award given to Camille DeGregorio, Kalimah Nur, Charles Chisholm and Antoinete Flanagan. Photograph Included.
  - Press Release. Award given to Kevin Hanley, Anthony Cobuccio, Pal Williams, Mary Williams, Michael Ferretti and Joanne Rigazio. Photograph Included.
  - Press Release. Award given to Jennifer Rosser. Photograph Included.
  - Press Release. Award given to James J. O'Brien Jr. Photograph Included.
  - Press Release. Award given to Rudolph Bradbury. Photograph Included.

- Press Release. Award given to Mary Todd and Mary Provo. Photograph Included.
- Press Release. Award given to Patricia Hayes and Lillian Mauriello. Photograph Included.
- Press Release. Award given to Mildred Wigon. Photograph Included.
- Press Release. Award given to Robert Kintz. Photograph Included.
- Press Release. Award given to Courtney McGlynn and Anne Umansky. Photograph Included.
- Press Release. Award given to Patricia Hayes and Jean Agneta. Photograph Included.
- Press Release. Award given to Camille DeGregorio. Photograph Included.
- 1997, May 8. Invitation for Employee Recognition Ceremony.
- 1997. Inscription documents for 15 years, 20 years, and retirees for Employee Recognition Ceremony.
- 1997, July 27. Press release. "Bunker Hill Community College Honors North Andover Resident at
- 1998, May 7. Invitation.
- 1998, May 7. Poster.
- 1998, May 7. List of Employee Recognition Recipients 1998.
- 1998, May 7. Order of Events for Employee Recognition Program.
- 1998, July 27. Memo. From: Kathy Giordano. To: President Mary Fifield, Vice President William
- ND. Packet. "Employee Recognition Awards."

#### 017.04.05 – Employee Recognition (off-site)

- 1976, November 21. Program. "Private reception for Mark Ankeles."
- 1988, April 16. Invitation. Robert Carlson Invitation to Harold Shively's Testimonial Dinner Dance.
- 1984, December 11. "Pride in Performance – Massachusetts Performance Recognition Program, Awards Dinner."
- 1984, December 11. "Spotlight on Excellence – Pride in Performance." Note – Alberto C. Gonzalez, Carpenter, is the BHCC employee being recognized by the Commonwealth.

#### RG017.05 – Honors and Awards Ceremony

- 1976, June. "The Meaning of Bunker Hill Community College: Student Addresses at the Second Annual Honors Convocation."
- BHCC Adult Basic Education Celebration of Achievement
- May 22, 1986. BHCC Class of 1986 Pinning Ceremony

- 2002, May 22. Program. Nursing Class of 2002 Pinning Ceremony.
- 2001. Commencement: Honors & Awards.
  - 2002. Program. 2 copies.
  - 2003. Invitation.
  - 2003. Program. 2 copies.
  - 2004. Invitation. 2 copies.
  - 2004. Program. 3 copies.
  - 2005. Invitation. 2 copies.
  - 2005. Program. 2 copies.
  - 2000. Program.
  - 2001. Program.
  - 2006. Program. 2 copies.
  - 2007. Program.
  - 2008. Program.
  - 2009. Program.
  - 2009. Invitation.
  - 2010. Program.
  - 2012. Program.
  - 2013. Program.
  - 2014. Program.
- BHCC Honors and Awards Ceremony
  - 1978, June 8. Program. Bunker Hill Community College Commencement Honors & Awards
  - 1983, June 5. Program. Bunker Hill Community College commencement honors and Awards. 3 p.
  - 1985, June 1. Program. Bunker Hill Community College Commencement Honors and Awards. 3p.
  - 1987, May 30. Program. "Thirteenth Commencement Honors and Awards Booklet." 3p.
  - 1988, June 4. Booklet. "Fourteenth Commencement Honors and Awards Booklet." 4 p. 2 copies.
  - 1989, June 3. Program. "Fifteenth Commencement Honors and Awards." 4 p.
  - 1990, June 2. Program. "Sixteenth Commencement Honors and Awards (Supplemental Listing). 4 p. 2 copies.
  - 1991, May 31. Program. "Seventeenth Commencement Honors and Awards (Supplemental Listing)." 4p.

- 1992. May 29. Program. Eighteenth Commencement Honors and Awards (Spring Commencement Exercises). 4p. 2 copies.
- 1993, June 4. Program. "Nineteenth Commencement Honors and Awards." 4 p. 2 copies.
- 1994, June 3. Program. "Twentieth Commencement Honors and Awards." 4 p.
- 1995, June 2. Booklet. "Twenty-First Commencement Honors and Awards". 4 p. 2 copies. (White one has loose insides).
- 1996, May 31. Program. Twenty-Second Commencement Honors and Awards. 4p. 2 copies.
- 1997, May 30. Program. "Twenty-Third Commencement Honors and Awards." 4p. 2 copies.
- 1998, April 27. Letter. From: Kristine E. Dow. To: Peggy Davis-Mullen. RE: Thank you for accepting keynote address.
- 1998, June 2. Letter. From: Kristine E. Dow. To: Peggy Davis-Mullen. RE: Thank you for delivering keynote address.
- 1998, May 29. Program. "Twenty-Fourth Commencement Honors and Awards." 4 p. 2 copies.
- 1999, June 3. Program. "Twenty-Fifth Commencement Honors and Awards." 8 p. 2 copies.
- 2000, June 1. Invitation. Honors and Awards Ceremony. Envelope addressed to Svetlana Ordian.
- 2000, June 1. Program. Honors & Awards Ceremony. 8p.
- 2001, May 31. Invitation. Honors and Ceremony and Dinner.
- 2001, May 31. Program. Honors and Awards 2001. 8 p. 2 copies.
- 2002. Post card.
- 2002, May 30. Invitation with envelope. Honors and Awards Ceremony and Dinner. 2 copies
- 2002. Invitation with envelope. Adult Basic Education Celebration of Achievement Ceremony
- 2002, May 30. Program. Honors and Awards Celebration. 8 p. 2 copies.
- 2002. Adult Basic Education Celebration of Achievement. 4 p.
- 2003, May 29. Invitation. Honors and Awards 2003. 2 copies with envelope. From: President Fifield
- 2003. Invitation. Adult Basic Education Celebration of Achievement.
- 2003, May 29. Program. Honors and Awards 2003. 8p. 2 copies.
- 2004, June 2. Invitation. "2004 Adult Basic Education Celebration of Achievement." With Envelope.

- 2004, June 2. Program. "2004 Adult Basic Education Celebration of Achievement." 4 p.
- 2004, June 3. Invitation. "2004 Honors and Awards: Bunker Hill Community College 30 Years of Student Success." (From President Fifield). 2 copies with envelopes.
- 2004, June 3. Program. 2004 Honors and Awards. 8p. 2 copies.
- 2004, June 3. Document. Script for the 2004 Honors and Awards Ceremony Final Draft. 32 p.
- 2005, June 2. Invitation. 2005 Honors and Awards Ceremony. From: President Mary L. Fifield. 2 copies with envelopes.
- 2005, June 2. Program. 2005 Honors and Awards Ceremony. 8 p. 2 copies.
- 2006, June 1. Program. Honors and Awards Ceremony and Dinner. 8 p. 2 copies.
- 2007, May 31. Program. Honors and Awards Ceremony and Dinner. 8 p. 2 copies.
- 2007, May 30. Program. Adult Basic Education Celebration of Achievement and Dinner. 4 p. 2 copies
- 2008, May 29. Program. Honors and awards Ceremony and Dinner. 8 p. 2 copies.
- 2008, May 29. Invitation. Honors and Awards Ceremony and Dinner. From: President Fifield.
- 2009, May 28. Invitation. Honors and Awards Ceremony and Dinner. From: President Fifield. 2 copies with envelope and invitation explanation.
- 2012, May 31. Program. Honors and Awards Ceremony and Dinner. 12 p.
- 2013, May 30. Invitation. "Honors and Awards Ceremony and Dinner." Loose paper with explanation for invite.
- 2013, May 30. Program. Honors and Awards Ceremony and Dinner. 12p. 2 copies.
- 2014, May 29. Program. Honors and Awards Ceremony. 12 p.

#### RG017.06 – Commencement Addresses

- 1981, June 7. Paper. Delivered by Ms. Judith A. Adelizzi
- 1981, June 7. Commencement Address. Delivered by Professor Anne R. Umansky.
- 1982, June 6. Commencement Address. Delivered by Dr. Johnetta Cole.

#### RG017.07 – Commencement Exercises

Commencement 1980 is missing.

1987-1999: Include "Commencement Honors & Awards" Program (held same day these years).

- 1975, June 1. Program. "Commencement Exercises Program June 1, 1975." (2 copies.)
- 1975, June 1. Invitation. First Commencement Exercises invitation. 2 copies.

- 1975, June 1. Loose Paper. Commencement, 1975 Graduates with Honors/College Service Awards. 1 p. double-sided. 2 copies.
- 1976, May 30. Program. "Second Commencement Exercises Program May 30, 1976." (2 copies)
  - With student addresses at the Second Annual Honors Convocation.
- 1976, August 26. Program. "Third Commencement Exercises" (2 copies).
- 1977, June 5. Program. "Fourth Commencement Exercises Program June 5, 1977." (2 copies)
- 1977, August 31. Program. "Summer Commencement Exercises." 2 copies.
- 1978, June 8. Program. "Commencement Exercises Program June 8, 1978." 2 copies.
- 1978, August 30. Program. "Summer Commencement Exercises" 2 copies.
- 1979, June 10. Program. "Commencement Exercises Program June 10, 1979." 2 copies.
- 1979, August 28. Program. "Summer Commencement Exercises" 2 copies.
- 1980. Program. "Commencement Exercises Program 1980." Incomplete booklet contains only Degree candidates list for associate in arts and science. 1 copy.
- 1981, June 7. Program. "Commencement Exercises Program June 7, 1981." 2 copies.
  - Paper. Presented by Ms. Judith A. Adelizzi.
  - Commencement address. Delivered by prof. Anne Umansky, English Department.
  - Invitation. "Spring Commencement Exercises."
- 1982, June 6. Program. "Commencement Exercises Program June 6, 1982." 2 copies.
  - Commencement address. Delivered by Dr. Johnetta Cole.
- 1982, August 26. "Summer Commencement Exercises" 2 copies.
- 1983, June 5. Program. "Commencement Exercises Program June 5, 1983." 2 copies.
  - N.D. Invitation card. 1983 Spring Commencement invitation. 2 copies.
- 1983, August 31. Program. "Commencement Exercises" 2 copies.
  - N.D. Invitation Card. 1983 Summer Commencement Invitation.
- 1984, June 3. Program. "Tenth Spring Commencement Exercises Program June 3, 1984." 2 copies.
  - N.D. Invitation. Tenth Spring Commencement invitation with reception card.
  - N.D. Invitation. 1984 Summer commencement invitation. 2 copies.
- 1985, June 1. Program. "Commencement Exercises Program June 1, 1985."
- N.D. Invitation Card. 1985 commencement invitation.
- 1986, May 31. Program. "Twelfth Spring Commencement Exercises Program May 31, 1986." 16 p. 2 copies.
- 1986, August 27. Program. "Summer Commencement Exercises Program August 27, 1986." 10 p.

- 1987, May 30. Program. "Thirteenth Spring Commencement Exercises Program May 30, 1987." 16 p. 2 copies.
- 1988, June 4. Program. "Fourteenth Spring Commencement Exercises Program June 4, 1988." 16 p. 2 copies
- 1988, August 17. Program. "Summer Commencement Exercises Program August 17, 1988." 10 p. 2 copies.
- 1989, June 3. Program. "Fifteenth Spring Commencement Exercises Program June 3, 1989." 16 p. 2 copies.
- 1989, June 3. Booklet. "Annual Distinguished Alumni Award: Boston's Best." 4 p.
- 1990, June 2. Program. "Sixteenth Spring Commencement Exercises Program June 2, 1990." 16 p. 2 copies.
- 1990, June 2. Booklet. "Second Annual distinguished Alumni Awards: Boston's Best." 4 p. 2 copies.
- 1991, May 31. Program. "Seventeenth Commencement Exercises Program May 31, 1991." 16 p. 2 copies.
- 1992, May 29. Program. "Eighteenth Commencement Exercises Program May 29, 1992." 16 p. 2 copies (one copy contains a signature on the front). Includes invitations.
- 1993, June 4. Program. "Nineteenth Spring Commencement Exercises Program June 4, 1993." 16 p. 2 copies.
- 1994, June 3. Program. "Twentieth Spring Commencement Exercises Program June 3, 1994." 16 p. 2 copies.
- 1995, June 2. Program. "Twenty-First Spring Commencement Exercises Program June 2, 1995." 19 p. 2 copies (one copy has written notes on the back cover and in some of the pages)
- 1996, May 31. Program. "Twenty-Second Spring Commencement Exercises Program May 31, 1996." 19 p. 2 copies.
- 1997, May 30. Program. "Twenty-Third Spring Commencement Exercises Program May 30, 1997." 24p. 2 copies.
- 1997, May 30. Document. Script for Bunker Hill Community College Commencement Exercises – May 30, 1997. 18 p.
- 1997, May 30. Booklet. "Twenty-Third Commencement Honors and Awards"
- N.D. Invitation Card. Commencement 1997 Invitation Card.
- 1998, May 29. Program. "Twenty-Fourth Spring Commencement Exercises Program May 29, 1998." 20 p. 2 copies.
- 1998, May 29. Document. Script for Bunker Hill Community College Commencement Exercises – May 29, 1998. 30 p.



- 1999, June 4. Program. "Twenty-Fifth Commencement Exercises Program June 4, 1999." 20 p. 2 copies.
- N.D. Invitation Card. Commencement 1999 cards with envelopes. 2 copies.
- N.D. Invitation Card. 1999 Honors Ceremony and Dinner Reception invitation.
- N.D. Invitation Card. Pre-commencement reception with Lieutenant Governor Jane Swift invitation.
- 2000, June 2. Program. "Twenty-Sixth Commencement Exercises Program June 2, 2000." 20 p. 2 copies.
- 2000, April 26. Email. From: Bill Hart and Janet Sortor. To: All Faculty, Professional Staff and Administrators. RE: Commencement. Email contains information about 2000 Spring commencement with rental costs for Cap and Gown. 2 p.
- 2001, June 2. Invitation. Pre-Commencement Reception invitation.
- 2001, June 2. Program. "Twenty-Seventh Commencement Exercises." 20 p. 2 copies.
- 2002, June 1. Program. "Twenty-Eight Commencement Exercises." 20 p. 2 copies.
- 2002, June 1. Invitation. Twenty-Eight Commencement Exercises. 2 copies.
- 2002, June 1. Invitation. "A Pre-Commencement Reception." With Envelope.
- 2002, April 18. Email. From: Janet Sortor, Dean of Academic Affairs. To: All Faculty, Professional Staff and Administrators. Re: Commencement 2002. Includes rental/purchase breakdown for cap and gown for faculty, and information regarding commencement. 2 p.
- 2003, May 31. Program. "Twenty-Ninth Commencement Exercises." 16p. 2 copies
  - "BHCC Major Commencement Awards – Prior Recipients 1975-2003.
- 2003, May 31. Invitation. "A Pre-Commencement Reception." 2 copies with envelopes.
- 2003, May 31. Invitation. "Twenty-Ninth Commencement Exercises" 2 copies with envelopes.
- 2004, June 5. Program. "Thirtieth Commencement Exercises Program." 16 p. 2 copies.
- 2004, June 5. Booklet. Unofficial BHCC song, "Let's All Go To BHCC." 3p.
- 2004, June 5. Invitation. "A Pre-Commencement Reception." 2 copies with envelope
- 2004, June 5. Invitation. "Thirtieth Commencement Exercises." 2 copies with envelope
- N.D. Flyer. Commencement "For Your Safety/Para Su Seguridad" Card. Double-sided 2 copies (One side is in English, the other in Spanish)
- 2005, June 4. Program. "Thirty-First Commencement Exercises" 16 p. 2 copies.
- 2005, June 4. Invitation. "Thirty-First Commencement Exercises." Comes with Envelope
- 2005, June 4. Invitation. "A Pre-Commencement Reception" 2 copies with Envelope
- 2006, June 3. Program. "Thirty-Second Commencement Exercises." 16 p. 2 copies.
- 2007, June 2. Program. "Thirty-Third Commencement Exercises" 16 p. 2 copies.
- 2007, June 2. Invitation. "Thirty-third Commencement Exercises."

- 2008, May 31. Program. "Thirty-fourth Commencement Exercises." 16 p. 2 copies.
- 2008, May 31. Invitation. "Thirty-fourth Commencement Exercises." With Envelope
- 2008, May 31. Invitation. "President's Pre-Commencement Reception."
- 2009, May 30. Program. "Thirty-Fifth Commencement Exercises." 16 p. 2 copies.
- 2009, May 30. Invitation. "Thirty-Fifth Commencement Exercises." With Envelope
- 2009, May 30. Invitation. "President's Pre-Commencement Reception" With Envelope.
- 2010, June 5. Program. "Thirty-Sixth Commencement Exercises." 16 p.
- 2011, June 4. Program. "Thirty-Seventh Commencement Exercises." 16 p. 2 copies.
- 2012, June 2. Program. "Thirty-Eighth Commencement Exercises." 16 p. 2 copies.
- 2013, June 1. Program. "Thirty-Ninth Commencement Exercises." 20 p.
- 2013, June 1. Invitation. "Thirty-Ninth Commencement Exercises."
- 2013, June 1. Invitation. "President's Pre-Commencement Reception."
- 2014, May 31. Program. "Fortieth Commencement Exercises." 20 p.
- 2024, May 23. Program. "Fiftieth Commencement Exercises." 16 p. 2 copies.

#### **Folder 20: Undated Commencement Materials**

- N.D. Document. "Graduation Line of March (Faculty & NUP)." 2 p. 2 copies.

#### RG017.08 – BHCC Fundraising

**NOTE: 017.08.01 has moved to 034.02. Not deleting the section below yet because there might be some items unaccounted for!**

#### **017.08.01 – An Evening at the Hampshire House, BHCC Foundation, Inc.**

##### **o Programs:**

- 1995.
- 1997.
- 1998.
- 2002, April 8. Program. "An Evening at the Hampshire House." 4 p.
  - 2002, April 8. Invitation. "Where will you find Bunker Hill Alumni? An Evening at the Hampshire House" Includes Envelope, reservation card, and donation card.
  - 2002, April 22. Letter. From: Joyce Williams. To: Professor Cheryl Senato. Re: Thank you for luncheon event.
- 2003.
- 2004.
  - Invitation. An Evening at the Hampshire House. 3 copies.
  - Flyer. An Evening at the Hampshire House. "Save the Date." 2 copies.
  - Program. An evening at the Hampshire House. 2 copies.
  - 2005, May 3. Invitation. "An evening at the Hampshire House."
  - 2005, May 3. Program. "An Evening at the Hampshire House." 2 copies.

- 2005, May 3. Invitation. "An Evening at the Hampshire House." In mailing envelopes with RSVP card included. 2 copies (one copy is unopened) .
- 2006.
- 2006, April 25. Event Briefing for "An Evening at the Hampshire House." Includes Agenda, Event Staffing schedule, menu, parking list, and information for setting up event.
- Invitation. An Evening at the Hampshire House. 2 copies.
- Key chain. An Evening at the Hampshire House.
- Program. An Evening at the Hampshire House. 2 copies.
- Folding paper. An Evening at the Hampshire House.
- 2007
- Invitation. An Evening at the Hampshire House. 3 copies.
- Includes special thanks and reservation form (3 of each)
- Program. An Evening at the Hampshire House Honoring Thomas A. Kershaw. 2 copies.
- 2009.
- N.D. Invitation. An Evening at the Hampshire House. Includes BHCC Reservation form, Individual Reservation form.
  - o Celebrity Auctioneers:
    - Sheriff Richard Rouse.
      - 1997, March 11. Press Release. "Celebrity Auctioneers Highlight 'Evening at Hampshire House' Annual Gala Fund-Raiser to Benefit Bunker Hill Community College."
      - 1998, April 14. Press Release. "Guest Auctioneer Sheriff Richard Rouse Highlights Annual Fund-Raiser for Bunker Hill Community College."
      - Photograph of Sheriff Richard Rouse.
    - Councilor Paul Scapicchio.
      - 1998, March 31. Press Release. "Guest Auctioneer Councilor Paul Scapicchio Highlights Annual Fund-Raiser for Bunker Hill Community College."
      - Photograph of Paul Scapicchio.
  - o 1997 Event
  - o 1997, February 4. Memo. From Jim Miller. To: Paul Rivers, Pam Cinelli. Re: Upcoming Hampshire House event details.
  - o 1997, February 12. Memo. From: J.A. Miller. To: Paul Rivers. Re: Updates on Hampshire House Event.
  - o 1997, February 20. Memo. From: J.A. Miller. To: Pam Cinelli. Re: Hampshire House staff participation list.
  - o 1997, March 11. Letter. From: Lorraine Trethewey. To: Paul Rivers. Re: Draft of schedule of events. Includes time table/schedule of event, and notes regarding the Hampshire House Events. 4 p.
  - o 1997, February 28. Memo. From: Jim Miller. To: Pam Cinelli. Re: Hampshire House Event Menu Draft

- o 1997, March 6. Memo. From: Jim Miller. To: Pam Cinelli. Re: Hampshire House Event Menu with Order Sheet. 2 p.
- o N.D. Menu. "1890's on Beacon Hill: The 8<sup>th</sup> Annual Dinner at the Hampshire House." 2 p.
- o 1997, March 24. Memo. From: Paul Rivers. To: Jim Ware. Re: Faculty Recognition for Lorraine Trethewey for Hampshire House event.
- o 1997, March 24. Memo. From: Paul Rivers. To: Jim Ware. Re: Faculty Recognition for James A. Miller for Hampshire House event.
- o 1997, March 24. Memo. From: Paul Rivers. To: Jim Ware. Re: Faculty Recognition for James W. Miller for Hampshire House event.
- o 1997, April 2. Letter. From: Maureen Pompeo and Mary L. Fifield. To: James A. Miller. Re: Thank you for contribution to Hampshire House event.
- o 1997, April 2. Letter. From: Maureen Pompeo and Mary L. Fifield. To: James W. Miller. Re: Thank you for contribution to Hampshire House event.
- o 1997, April 2. Letter. From: Maureen Pompeo and Mary L. Fifield. To: Lorraine Trethewey. Re: Thank you for contribution to Hampshire House event.
- o 1997, April 22. Letter. From: Maureen Pompeo and Mary L. Fifield. To: Frederick F. Foresteire. Re: Thank you for contribution of Everett High School students to Hampshire House event.
- o 1997, March 18. Agenda. Hampshire House Program Timeline Draft for Discussion. 3 p.
- o 1997, March 18. Agenda. Hampshire House Program Script Draft for Discussion.
- o N.D. Floorplan of Hampshire House.
- o 1997. Draft. 1997 Hampshire House Auction Items. 2 p.
- o 1997, March 10. Agenda. Bunker Hill Community College Foundation, Inc. Board of Directors Special Focus Meeting for The Evening at the Hampshire House event.
- o 1997, March 9. Hampshire House Ticket, Donations Auction Items.
- o N.D. Program. An Evening at the Hampshire House event program Draft. 2 p.
- o 1998 Event
- o 1998, April 27. Letter. From: Maureen Pompeo and Mary Fifield. To: Paul Rivers. Re: Thank you for contributing to the Hampshire House event.
- o N.D. Letter: From: Maureen Pompeo. To: BHCC Foundation Trustees. Re: Request for assistance with Hampshire House event. Draft.
- o 1998, March 10. Agenda. Ninth Annual Evening at Hampshire House Draft Task Outline. 5p.
- o 1998, March 10. Postcard. Ninth Annual Evening at Hampshire House return card.
- o N.D. Ninth Annual Evening at Hampshire House return envelope.
- o N.D. Ninth Annual Evening at Hampshire House sending envelope.
- o 1998, March 10. Invitation. Ninth Annual Evening at Hampshire House.
- o N.D. Ninth Annual Evening at Hampshire House cover of invitation.
- o N.D. Menu. Sixth Annual Evening at Hampshire House.

#### 017.08.02 – Miscellaneous Fundraising

- c. 2002. Invitation. "Bunker Hill Community College." This is a blank greeting card.

- c. 2002. Invitation. "Bunker Hill Community College Chelsea Campus." These are blank greeting cards. 2 copies.
- 2002, January 15. Invitation. "Transforming Bunker Hill Community College: A United Vision for a Stronger Tomorrow."
- 2002, February 7. Invitation. "Honoring our Friends...Supporting our Future."
- 2002, Fall. Flyer. "Bunker Hill Community College Foundation: The Year in Review."
- 2008, April 15. Pamphlet. "Raise the Roof: A Benefit to Support Bunker Hill Community College's New Health and Wellness Center: The College's First Green Building." 12 p.
- 2008, April 15. Invitation. "Raise the Roof: A Benefit to Support Bunker Hill Community College's New Health and Wellness Center: The College's First Green Building." Includes music and a pop-up. 2 copies (only one copy still plays).
- 2011, March 18. Flyer. "The Bunker Hill Community College Foundation, Inc. Expresses Gratitude to Our Supporters."
- N. D. Pamphlet. "Building Our Future: Bunker Hill Community College Health & Wellness Center." Includes 3 handouts. 2 copies.
- Edward L. Kerr, Jr. Memorial Scholarship Golf Tournament
  - 1999, July 26. Program. "The Sixth Annual Edward L. Kerr, Jr. Memorial Scholarship Golf Tournament"
  - Photograph of Golf Tournament. (2 copies)
  - 1999, July 6. Newsletter. "Kerr Golf Tournament Registration Deadline." *Bunker Hill Community College Faculty & Staff Newsletter*
  - 1999, July 26. Tournament Information & Rules With team information on the back.
  - 1999, July 26. Agenda. The Bunker Hill Community College Sixth Annual Edward L. Kerr, Jr. Memorial Scholarship Golf Tournament Schedule.
  - N.D. Press Release (Draft). "Edward L. Kerr. Memorial Fund Established"
  - 2001, August 10. Letter. To: Donna Tambascio. From: Barbara Olson. Re: Planning the Golf Tournament.
  - 2001, October 9. Brochure. "2001 Student Benefit Golf Tournament." 4 p.
  - N.D.. Loose papers. Information regarding the 2000 Edward L. Kerr Golf Tournament. 3 p.
  - 2001, October 9. Agenda. Notes regarding 2001 BHCC Golf Tournament planning with checklist. 2 p.

- N.D. January 16-17. Program. "Alternatives for Education: Approaches, resources, people" 4 p.
- 1976, May 19-20. Program. "A Faculty Sharing." 4 p.
- 1979, June 11-August 1. Program. "Bunker Hill Community College Division of Continuing Education Summer '79 Registration." 2 copies.
- 1979. Mini-White House Conference on Aging 1979, Open College, BHCC.
- 1989, Spring. Document. Includes a group of Professor Mark Lieberman's documents from the Spring 1989 Honor Forum, such as academic papers and a schedule. The notecard written by a previous staff member dating the papers was included too. 62 p.
- 1991, March. Legislator's Briefing. Public higher education and job creation; BHCC tuition.
- 1993, September 24. Program. "Bunker Hill Community College Staff Development Workshop Series: Towards Authenticity: Level II." Career Development and Counseling Services (Winchester, MA). 3 p.
- 1993, November 5. Program. "Bunker Hill Community College Staff Development Workshop Series: Towards Authenticity: Level II and Level III." Career Development and Counseling Services (Winchester, MA). 3 p.
- 1996, February 5. Memo. From: Luke Salisbury and Jean-Dany Joachim. To: Faculty, Staff, Students. Re: Caribbean Voices Conference.
- 1996, February 24-25. Document. "American Voices Conference." By: John Robert Lee. 5 p.
- 1996, May 20-21 and June 26. Agenda. "NYNEX and ETC (Educational Telecommunications Consortium) Bunker Hill Community College/University of Massachusetts Lowell present Teaching at a Distance with Two-Way Television." 3 p.
- 1996, May 20-21. Handbook. "Teaching at a Distance With Television: An Instructional Design Model." 35 p.
- 1996, November 22. Program. "International Education: Impacts on Massachusetts; 5<sup>th</sup> Annual Conference of Massachusetts Council for International Education (MaCIE)." Massachusetts Council for International Education (University of Massachusetts Harbor Campus). 3 p.
- 1998, January 24. Agenda. "Annual Meeting of Historic Massachusetts: Community Revitalization – Chelsea" Meeting held at the new Chelsea Campus [Post Office].
- 2000, May 2. Press Release. "Bunker Hill Community College Hosts Nursing Conference May 24-25, 2000."
- 2000, May. Invitation. "Nursing in the Community: From Our Roots Into the Next Millennium."

- 2015, February 19. PowerPoint Presentation. "Taking Change to Scale: Serving More Without Settling for Less." DREAM 2015. Lori A. Catalozzi, Amparo Hernandez-Folch, Lloyd Sheldon Johnson, and Arlene Vallie. Includes handouts about BHCC student success goals. 6 p. (presentation) and 1 p. (handout; 2 copies).
- 2015. Handout. "DREAM 2015 Themes." 1 p.
- 2001, November 2. Program. "Bunker Hill Community College Technology Summit." Seaport Hotel, Boston, MA. 7 p. 2 copies.
- 2001, November 2. Folder. "Bunker Hill Community College Technology Summit." Includes:
  - 1999, April 27. Agenda. Information Technologies Futures Conference." 2 p.
  - 2001, November 2. Invitation. Bunker Hill Community College Technology Summit. 2 copies.
  - 2001, November 2. Agenda. Bunker Hill Community College Technology Summit.
  - N.D. Document. "BHCC Technology Summit Participants." 3 p.
  - N.D. Document. "Speake Profiles." 1 p.
  - N.D. Document. "Complete list of 2001-2002 Parkland College IT programs." 2 p.
  - N.D. PowerPoint Presentation. "Parkland College, Champaign Illinois." Ewen, Dale., Executive Vice President. 5 p.
  - N.D. Handouts. Includes 7 handouts and 5 worksheets, in addition to some of the participant's answers. 17 p.

## Folder 2

- 2002, April 12. Program. "Teaching and Learning about the Middle East." 4 p. unfolded (8 including both sides).
- 2005, March 31 and April 5. Pamphlet. "Customer Service Excellence Program." 2 copies.
- 2005, April 9. Program. "Boston: Bridging Access to Success." 88 p.
- 2007, April 12. Flyer. "Latin American Music with Professor James Hayes-Bohanan."
- 2010, April 9. Program. "13th Annual Massachusetts Community College conference on Teaching, Learning and Student Development: Student Success in the era of sustainability, the digital campus and the new culture of student engagement." 12 p.
- 2011, February 7. Folder. "Cisco Networking Academy @ BHCC: Executive Summary Presentation, College Board of Trustees." Includes:
  - c. 2009-2010. Booklet. "You Can Do 'IT' Information Technology at Bunker Hill Community College." Includes the CIT Department's sections from the college catalog. 8 p.

- c. 2009-2010. Booklet. "MS Excel Certificate at Bunker Hill Community College." Includes potential courses and program requirements from the college catalog. 4 p.
- c. 2010. Booklet. "CSI: BHCC Digital Computer Forensics at Bunker Hill Community College." Includes an overview of the program and requirements from the college catalog. 5 p.
- 2010, January 27. Booklet. "You Can Do 'IT' Information Technology at Bunker Hill Community College." Includes excerpts of articles from the CIT field and an overview of potential jobs. 7 p.
- 2011, February 7. PowerPoint Presentation. "Cisco Networking Academy @ BHCC." Executive Summary Presentation. Computer Information Technology Department. 9 p.
- c. 2010-2011. Booklet. "You Can Do 'IT' Information Technology at Bunker Hill Community College." Includes the CIT Department's sections from the college catalog. 11 p.
- N.D. Pamphlet. "Educating the Architects of the Networked Economy." Computer Information Technology Department.
- N.D. Flyer. "Computer Information Technology Department: CIT 537 Introduction to iPad iPhone Application Development."
- c. 2012. Document. "Innovative Teaching and Learning Series: 2011-2012." Includes a schedule for the panels. 2 p.
- 2013, August 27. Folder. "Mobile Apps/BI/Database Technology: BILT Meeting." Includes:
  - 2013, August 27. Agenda. Business and Industry Leadership Team Meeting Agenda: Focus on Mobile App/BI/Database.
  - N.D. Data. "Mobile App Pathways at Maricopa Community Colleges." 7 p.
  - N.D. Data. "Salt Lake CC." 3 p.
  - N.D. Data. "Collin." 15 p.
  - N.D. Data. "Moraine Valley."
  - N.D. Data. "Business Intelligence – Bellevue." 11 p.
  - N.D. Data. "Mobile App Skills." 20 p.
  - N.D. Data. "Bunker Hill." 8 p.
- 2013, September 27. Presentation. "All-College Retreat." 12 p.
- 2014, January 15. PowerPoint Presentation. "Sharpening Our Focus: BHCC's Strategic Planning Event." 2 copies of the presentation, but one of them included an additional handout. The copy with the handout is 11 p. and the other copy is 7 p.
- 2015, August 21. Agenda. GPSTEM State Site Visit. 2 p.



- 2016, August 3. Agenda. Bunker Hill Community College – Campus Visit: Strategic Framework for Massachusetts Public Higher Education. Includes a document with questions and data on the Strategic Framework for MA Public Higher Education. 3 p.

### Folder 3

- 2016, September 30. Folder. “Bunker Hill Community College: Engaged Campus 2.0.” Includes:
  - 2016, September 30. Agenda. “All-College Retreat.” 2 copies.
  - 2016, September 30. PowerPoint Presentation. “BHCC Educational Master Plan (EMP).” Presented at All-College Retreat. 3 p. 2 copies.
  - 2016, September 30. Handout. “Institutional Learning Outcomes (ILOs).” 2 copies.
  - 2016, September 30. Handout. “BHCC’s Mission, Vision and Values.” 2 copies.
  - 2016, September 30. Handout. “AAC and U Member Colleges Most Common Learning Outcomes (2008 and 2015).”
  - 2016, September 30. Handout. “Connecting ILOs to Our Work Activity Overview.”
  - 2016, September 30. Handout. “ILO Draft Feedback from the College Community.” 2 copies.
  - 2016, September 30. Form. “All-College Retreat Questions for Reflection.” Includes blank space to write answers in.
- 2017, February 3. Pamphlet. “Bunker Hill Community College Engaged Campus Community Event.” Includes an agenda, a list of college goals, and a list of participants.
- 2017, February 3. Presentation. “Bunker Hill Community College Engaged Campus Community Event.” Charlestown Campus, Gymnasium. Includes illustrations, data, and a handout for the teams for the World Cafe activity. 25 p.
- 2017, April 27. Report. “Proceedings of G.P.A. Summit.” Edited by Y. Venkat Rao. Includes transcripts of the speeches and presentations given at the summit and copies of the handouts and presentations. 56 p.
- 2018, May 22-24. Flyer. “Bunker Hill Community College Equity and Cultural Wealth Institute: Dismantling Power and Privilege to Achieve Equity in Higher Education.”
- 2018, May 22-24. Program. “Bunker Hill Community College Equity and Cultural Wealth Institute: Dismantling Power and Privilege to Achieve Equity in Higher Education.” 12 p.
- 2018, September 28. Program. “Bunker Hill Community College Annual Retreat.” 4 p. 2 copies.
- 2018, September 28. Handout. NEASC Standards-Breakouts. Double-sided.
- 2018, September 28. Handout. Annual Retreat Standard Seven: Institutional Resources. 2 copies.

- 2019, January 15. Agenda. NECHE Self Study Retreat. Includes handouts from the retreat, such as a document on the college's goals, a copy of the NECHE Executive Summary document, and a blank peer review worksheet. 9 p.
- 2019, September. Data/Report. "Bunker Hill Community College Fall 2019 College Retreat | Data Jigsaw." Prepared by the Office of Institutional Effectiveness. Submitted to BHCC. 8 p.
- 2020, March 5. Program. "Bunker Hill Community College Inaugural OER Faculty Awards Celebration." 2 p.
- N.D. (ca. 1993?) "Bunker Hill Community College Staff Development Workshop Series: Data Summary: Towards Authenticity." 6 p.
- N.D. Agenda. Adventures in Teaching & Learning. 3 p.
- N.D. Document. Includes two documents that each have a list of tasks and the names of the people responsible for them. 4 p.

017.09.05 – Offsite & Involving BHCC Conferences., Seminars, Meetings, and related

- 1982, November 19. Flyer. Women in Massachusetts Public Higher Education Inaugural Meeting. University of Boston at Boston. Elizabeth Noyes, a chairperson.
- 1988, April 12. Boards of Regents of Higher Education. Boston, MA. BHCC request for Associate of Science in Dietetic Technology approved; BHCC campus news.
- 1996, November 22. Program. "International Education: Impacts on Massachusetts." Massachusetts Council for International Education (MaCIE).
- 1997, April 14. Memo. From: Thomas Wylie. To: James Ware. RE: Summer Institute/International Business. Includes Mark Sheehan and Sharda Gupta's applications. 5 p.
- 1997, September 4. Memo. From: Tom Wylie. To: James Ware. RE: Final Reports on Summer Seminar on International Business. Includes Sharda Gupta's and Mark Sheehan's reports on the seminar. [also contains information in the memo regarding Dr. Gupta's upcoming visit to University of Greenwich]. 5 p.
- 2001, October 26. Program/Book. "Community Colleges in the New Century: Evolving Missions, Innovative Strategies." Conference held at UMASS Boston. 113 p.
- 2002, March 19. Program. Bunker Hill Community College presents an evening at the John F. Kennedy Library and Museum. 2 copies.
- 2005, April. Program. "Boston: Bridging Access to Success. American Association of Community Colleges 85th Annual Convention." American Association of Community Colleges. 88 p.
- 2005, October 10. Email. From: Timothy McLaughlin. To: Cindy Fong, Courtney McGlynn, Lloyd Johnson, and Luke Salisbury. Re: Thirty days to CCHA presentation. 2 copies.
- 2005, November 10. Email. From: Courtney McGlynn. To: Timothy McLaughlin. Re: 11\_11\_05.

- 2005, November 11. Flyer. "Monk, Bird, Lady, & Trane: Telling Stories in Words, Pictures, and Music." 2 copies.
- 2007, December 18. Program. "Massachusetts Community Colleges Chief Researchers Meeting." Includes 2 copies of Draft instructions for MA Perkins IV Data Reports; Excel Templates for CTE Report, and Perkins IV Accountability Workbook. 94 p. (David Leavitt is listed in the program as one of the speakers in the Meeting.)
- 2014, September 16-18. Agenda. Consortium Meeting. Includes the first day's agenda and an online meeting link.
- 2016, February 23-26. Agenda. "Achieving the Dream's Annual Institute on Student Success 2016." 95 p.
- 2017, October 17. Agenda. Taskforce on Statewide Assessment. Includes a copy of a presentation and speech given at the conference. 17 p.
- 2018, October 11-12. Document. "NECHE Self-Study Workshop Participants." The Bunker Hill Community College participants are on page 2. 10 p.
- 2019, February 22-24. Flyer. "Shango: My Heart is a Red Journey of Thunder and Light." 2 copies.
- 2019, May 2. Flyer. "Looking at Power & Privilege" (black background). 2 copies.
- 2019, May 2. Flyer. "Looking at Power & Privilege" (red background). 2 copies.
- N.D. Flyer. "The Poetry of Lynn on the Internet!"

#### RG017.10 – Library Sponsored Events

- 2013, September 17. Constitution Day.
- 2013, October 28. Halloween Horrors.
- 2014, March 6. Poetry Cafe. 2 copies.
- 2014, March 6. Program. Poetry Café. 7 p.
- 2014, September 25. Program. "Poetry Café featuring Gayle Roby, Leonardo Toppin, Marcia Ross, Thomas Wylie, Alan Smith Soto" 7 p. 2 copies.
- 2015, January 12. Flyer. "Welcome to Bunker Hill Community College: MCCLPHEI Staff Development Workshop." Includes directional signage. 2 p.
- 2015, April 30. Flyer. Poetry Café. 2 copies.
- 2015. Flyer. "BHCC Library and Learning Commons Reading Events."
- 2018, July 5. Flyer. "David Goldman Familiar Shore: Watercolor Scenes from Eastern Massachusetts." 2 copies.
- 2019, February 1 – June 30. Flyer. "Yary Li Van: One Artist's Journey—Reclaiming The Lost Tradition of Cambodian Ceramics." 2 copies.
- 2019, September 16 – December 13. Flyer. "Certain Dark Things: Women Artists Celebrate the Power of Fantasy, Femininity and Loss." 2 copies.

- 2019, April 18. Flyer. "Breaking Silence: A Spoken Word Special Event with Cambodian-American, Award-winning Poet Princess Moon." Part of BHCC's National Poetry Month Celebration. 2 copies.
- 2022, February 21-July 21. Brochure. "Khalid Slaiki: Exile and Memory: A Childhood Story of Tangier." 23 p. 2 copies.

RG017.11 – BHCC Performances (Music, Plays, and related)

**For event photographs see Photographs Series 9: Art Gallery Photos.**

**Folder Name: N.D., 1975-Fall 1997**

- n.d. (November 18, no year.). Program. "Carol Sloane Sings Ella & Carmen." 2 copies.
- ND. "Bunker Hill: A Sapphic Ode." Sheet music. By Andree Law, 1775.
- ND, October 25. Arabic Music Demonstration/Lecture featuring Karim Muhamma and SHARQ Arab Music Group. Sponsored by the International Center, sergei kh, and the Arab Student Association.
- N.D. Invitation. To: Bunker Hill Community. From: The Bunker Hill Community College Theater Department. Blood Wedding by Federico Garcia Lorca. 1 copy.
- N.D., March 9. Flyer. "Art Gallery Concert: Boston Composers String Quartet."
- N.D., March 16. Flyer. "Jazz Artist-In-Residence Program: Carl Grubbs."
- N.D., April 8. Booklet. "Sunset Poetry Series: Ernest Hemingway." 3 p.
- N.D., October 19. Flyer. Jazz in the Gallery: John Kordalawski Quartet.
- N.D., November 10. Flyer. Art Gallery Concert: The John Kordalewski Quartet. Contains outline of flyer design. 3 p.
- N.D. December 9. Flyer. The Old Ship of Zion: African-American Spiritual and Gospel Music flyer, one copy has a taped picture of Dr. Boyer where his picture is. 2 copies.
- N.D., December 11. Flyer. Art Gallery Concert: BHCC Jazz Ensemble End-of-Semester Concert. 2 copies.
- 1975, December 3-5. Flyer. "The Players Present: Don't Look Now, but..." 3 pages. 1 copy.
- 1976, April 23-24. Advertisement. "Juno and the Paycock," A play by Sean O'casey. 2 pages. 2 copies.
- c. 1987. "I Know About the Life: Billie Holiday in Song and Words Written and Performed by Semanya McCord." Sponsored by African American Cultural Society, Office of Student Activities.
- 1990, Spring. Program. "The Lunchtime Lecture Series."
- 1991, October. Letter. From: Alfred Hoose. To: Tim McLaughlin. Loose Paper letter about Hoose's finalized composition. Loose Paper.

- 1991. Sheet Music. "Music for Seven" sheet music for Drums, Bass, Flute, Alto Sax, Piano, Violin, and Guitar.
  - All instruments combined. 46 p. 2 copies
  - Drums specific composition. 5 p. 2 copies.
  - Bass Specific composition. 5 p.
- 1994, December 7-8. Flyer. "Friedrich Durrenmatt's The Visit." 5 pages. 1 copy.
- 1995. Flyer. "Fall 1995 Art Gallery Concert Series."
- 1995, October 26. Flyer. Cecilia Smith vibraphonist event.
- 1995, November 9. Flyer. "What's So Great About Beethoven, Anyway?" event with Sheila Waxman.
- 1995, November 30. Flyer. Randall Hodgkinson pianist event.
- 1996. Flyer. "Spring 1996 Art Gallery Concert Series."
- 1996, March 28. Flyer. "The Glory of Tsarist Russia" with Gerhardt and Barbara Suhrstedt.
- 1996, April 18. Flyer. "Jazz Workshop Program Webster Young Quartet" flyer contains Webster Young picture.
- 1996, April 18. Flyer. "Webster Young Quartet" Yellow flyer.
- 1996. Flyer. "Fall 1996 Art Gallery Concert Series."
- 1996, October 24. Flyer. "New England Reed Trio."
- 1996, October 24. Program. "The New England Reed Trio at Bunker Hill Community College."
- 1996, November 14. Flyer. "Art Gallery Concert: Silvard Kool, pianist and composer"
- 1997. Flyer. Spring 1997 Art Gallery Concert Series concert lineup. 2 copies.
- 1997, February 5. Flyer. Cecilia Smith (Vibraphonist), with Frank Wilkins (piano). Flyer contains photos of Cecilia. 3 p.
- 1997, February 27. Flyer. The Old Ship of Zion: African-American Spiritual and Gospel Music with Dr. Horace Clarence Boyer. 2 p. 2 copies.
  - Second page describes what the event consists of.
- 1997, March 6. Program. "Tuskegee University Golden Voices Concert Choir '97 Massachusetts Tour: 'A Salute to the Massachusetts 54th Regiment.'" Sponsored by The Greater Boston/New England Tuskegee Alumni Club. 48 p.
- 1997, March 20. Flyer. Art Gallery Concert: The Aurora Duo featuring Loren Pearson and Kevin McGinty. 2 copies.
- 1997, April 10. Flyer. Art Gallery Concert: Pseudo Psax Quartet. 2 copies. (One copy blue, other copy yellow).
- 1997, April 17. Agenda. The Discovery Series Presents: The Concord Players' Shakespeare Company 1997, At Bunker Hill Community College. 1 page. 1 copy.

- 1997, April 24. Flyer. Art Gallery Concert: Tom Chiu, violin and David Oei, piano.
- 1997. Flyer. Fall 1997 Art Gallery Concert Series concert lineup. 2 copies.
- 1997, October 16. Flyer. Randall Hodgkinson concert. Taped on photo.
- 1997, October 23. Flyer. Art Gallery Concert: Stan Strickland Quartet. 2 copies.
- 1997, November 20. Flyer. Art Gallery concert: "The Great American Songbook" with The Jubilee Trio. 2 copies.

**Folder Name: Spring 1998 – Fall 1999**

- 1998. Flyer. Spring 1998 Art Gallery Concert Series Concert Lineup.
- 1998, February 5. Flyer. Art Gallery Concert: "An All-Beethoven program" with Randall Hodgkinson, piano; Nicholas Kitchen, violin; Yeesun Kim, cello. 2 copies.
- 1998, February 5. Flyer. Art Gallery Concert: Randall Hodgkinson, Nicholas Kitchen, Yeesun Kim perform Beethoven. 2 copies.
- 1998, March 12. Flyer. Makanda Ken McIntyre with John Kordalewski (piano), Brian McCree (bass), and Bobby Ward (drums). 2 copies.
- 1998, April 9. Flyer. Art Gallery Concert: Edward Wu (violin), Michael Ireland (viola), Valerie Matthews (cello), Cindy Fong (piano). 2 copies.
- 1998, April 29-30. Program. "Les Miserables: A spring celebration of multi-talented artists." 8 p.
- 1998, May 6. Flyer. BHCC Jazz Ensemble and Pseudo Psax Quartet event advertisement. 2 copies.
- 1998. Flyer. Fall 1998 Art Gallery Concert Series lineup. 2 copies.
- 1998, November 12. Flyer. Art Gallery Concert: Chester Brezniak (clarinet), D'Anna Fortunato (mezzo-soprano), Malcolm Halliday (piano).
- 1998, November 19. Flyer. Art Gallery Concert: "Flute & Piano" with Alejandro Escuer and Mauricio Nader. 2 copies.
- 1999. Flyer. Spring 1999 Art Gallery Concert Series lineup. 2 copies.
- 1999. Flyer. Spring 1999 Art Gallery Concert Series changed lineup. 2 copies.
- 1999, February 25. Flyer. Concert in the Lobby: Silvard. 2 copies.
- 1999, March 18. Flyer. Rescheduled Silvard event flyer.
- 1999, March 11. Flyer. Concert in the Lobby: Pseudo Psax Quartet.
- 1999, March 11. Program. Pseudo Psax Quartet event.
- 1999, April 8. Flyer. Concert in the Lobby: Makanda Ken McIntyre Quartet. 2 copies.
- 1999, April 22. Flyer. Concert in the Art Gallery: New England Reed Trio. 2 copies (one copy contains changes to the flyer with markers).
- 1999, April 29. Flyer. "Duke Ellington's 100th Birthday." 2 copies.
- 1999, April 29. Flyer. "A Remarkable Career;" Duke Ellington biography for 100th birthday celebration. 2 copies (front and back pages).

- 1999, April 29. Program. "Duke Ellington 100th Birthday Celebration." 2 copies (one yellow, other white).
- N.D. Loose papers. Excerpts from Duke Ellington's "Music is My Mistress."
  - Excerpt 1: Hooked. 3 p.
  - Excerpt 2: Music and the Primeval. 3 p.
- 1999. Flyer. Fall 1999 Art Gallery Concert Series lineup. 2 copies (one orange and blue).
- 1999, September 28. Advertisement. Speakeasy String Quartet concert For Immediate Release advert.
- 1999, October 14. Flyer. Art Gallery Concert: Triple Helix. 2 copies.
- 1999, October 14. Program. The Triple Helix. 2 copies.
- 1999, October 28. Flyer. Art Gallery Concert: Speakeasy String Quartet. 2 copies.
- 1999, November 8. Flyer. Art Gallery Concert: Carl Grubbs Quintet. 2 copies.
- 1999, November 17. Program. "Gershwin 101." 2 copies.
- 1999, November 17. Program. "Gershwin 101 – A short course on the life and career of George Gershwin." Includes syllabus, and biographical information on Gershwin. 8 p. 2 copies.
- 1999, November 17. Flyer. Gershwin 101 piano advertisement.
- N.D. Loose papers. George Gershwin printed sheet music with performance notes for Gershwin event.

**Folder Name: Spring 2000 – Fall 2010**

- 2000, April 6. Program. "The World of Folk Music: A Special Musical Presentation Featuring BHCC Students." 2 copies
- 2000, April 6. Flyer. "World of Folk Music" event flier with information about the genre of Folk. 4p. 2 copies.
- 2000, November 16. "100th Birthday celebration for Louis Armstrong featuring internationally acclaimed trumpeter Tiger Okoshi."
  - Advertisement. 2 copies (check if more) 1 blue, 1 orange
  - Program. 2 copies (check if more)
- 2000, November 16. Flyer. Biography of Louis Armstrong and Tiger (Toru) Okoshi. 2 copies.
- 2000, November 16. Photographs. Event photography of the Louis and Tiger performance. 7 photos.
- 2000, November 16. Program. Draft copy for the Louis & Tiger Program, contains notes and time slots for the event.
- 2000, November 16. Handout. "Three Writing Assignments Based on the "Louis & Tiger" Program." 2 copies.

- 2001, February 1. Email. From: Cindy Fong, Tim McLaughlin. To: ESL and English faculty. RE: The Old Ship of Zion: African American Gospel Music.
- 2001, February 22. Flyer. The old Ship of Zion: African American Gospel Music with Horace Clarence Boyer and special guest DeVonna Lawrence. 2 copies (one yellow, one white).
- 2001, February 22. Handout. Old Ship of Zion informational packet. Includes biographical information on performers, three questions for students, and program.
- 2001, April 12. Flyer. Tribute to Miles Davis Featuring Webster Young.
- 2001, April 12. Program. Tribute to Miles Davis featuring Webster Young. 3 p. 2 copies.
- Includes articles "Miles Davis: The Essence of Cool" written by Tim McLaughlin, and "Webster Young: Learning to Sound Like Himself" by Cindy Fong.
- 2001. Email. From: Tim McLaughlin. To: Globe Calendar. Re: Advertisement for Tiger Okashi in performance. (performed on November 8, 2001).
- 2002. Program. "I know about the life: A dramatic re-enactment of the life of the legendary Billie Holiday in song and words written and performed by Jazz singer Semenya McCord." 3 p
- 2002, November 26. Program. Langston Hughes: The Blues, and All That Jazz the 100th Anniversary. 4 p. 2 copies.
- 2002, November 26. Program. Langston Hughes A 100th Anniversary Celebration. Packet contains poems, and lyrics written by Hughes. 13 p.
- Spring 2002. Photographs. Photographs taken during the "I Know about the life" event. 18 photos. See Photographs series 9
- 2003, April 10. Booklet. Charlie Bird Parker event booklet draft. 2 p.
- 2003, April 10. Charlie Bird Parker Tribute event photos. 55 photographs.
- 2003, November 20. Flyer. "Blues at BHCC: Celebrating 100 Years of the Blues Featuring Mighty Sam McClain." 2 copies.
- 2003, November 20. Flyer. Biography of Mighty Sam McLain for 100 Years of Blues event.
- 2004, April 22. Booklet. "A Love Supreme: The Music of John Coltrane featuring The Carl Grubbs Quintent. 4 p. 2 copies.
- 2004, November 18. Booklet. "Carol Sloane Sings Ella & Carmen." 4 p. 2 copies.
- 2005, April 28. Program. "Misterioso: The world of Modern Jazz Composer Thelonious Monk." 4 p. 2 copies.
- 2005, April 28. Flier. "The world of Modern Jazz Composer Thelonious Monk's Misterioso." designed by Jonathan Turner.
- 2005, April 28. Computer Folder. Photographs from the Thelonious Monk tribute event. 15 files of photographs.



- 2005, November 29. Booklet. "Carol Sloane Sings (Mostly) Ellington" 3 p. 2 copies.
- 2005, November 28. Powerpoint. Powerpoint made for Carol Sloane Sings mostly Ellington event. Presentation contains other flyers possibly used for the event. Presentation is in the Carol Sloane Event folder. 1 .ppt presentation.
- 2005, November 29. Photos. Digitized photographs from Carol Sloane sings (Mostly) Ellington event. 77 .jpg files surrounding the event can be found in the Carol sloane event folder.
- 2005, December 2. Video. Carol Sloane sings mostly Ellington event video. Recorded: November 29, 2005
- c. 2006. Flyer. "Music Series Chronology: Spring 1999-Fall 2005." 2 copies.
- 2006, April 21-22. Email. From: Murray, Stephen and Moda, Paul. To: McLaughlin, Timothy. Re: [Fwd:Stephen Murray About Ensemble Performances.] Includes original forwarded message. (includes email addresses)
- 2006, April 27. Booklet. "The Makanda Project: Celebrating the Music of Makanda Ken McIntyre." 3p. 2 copies.
- N.D. Sheet music. All Blues sheet music includes performer names on the back of the page with some performer's emails. Music created by Miles Davis
- N.D. Sheet Music. Music composed by Dr Makanda K. McIntyre, music used for the "Makanda Project" event. Compositions include: Mellifluous, Charshee, Dianna, Don't I, Puddin, and 77 Head Shakin'.
  - Mellifluous Sheet Music. 3 p. 2 copies.
  - Dianna. 5p.
  - Charshee. 2 p. 2 copies.
  - Don't I. 2 copies.
  - Head Shakin'. 2 copies.
  - Puddin. 2 copies.
- 2006, April 27. Photographs (digital). Makanda Project event photographs. 45 .jpg files with photos.
- 2006, June 12. Video (digital). Makanda Project event full performance. Recorded on April 27, 2006. 20 video files.
- N.D (unknown although files say 1994). Music Files. 4 CDA files containing Makanda Ken McIntyre music. Four Files are in file labeled "Makanda Ken McIntyre music."
- 2006, April 20. Powerpoint. Makanda Project Powerpoint, shows numerous advertisements for the event. 16 slides in one powerpoint file.
- 2006. November 9. Flyer. "Jazz Brasil: Brazilian Music, Jazz, Bossa Nova and the Music of Antonio Carlos Jobim."

- 2006, November 9. Booklet. "Jazz Brazil: Brazilian Music, Jazz, Bossa Nova and the Music of Antonio Carlos Jobim." 3 p. 2 copies.
- 2007, April 19. Flyer . "Better Get Hit With Your Soul Tribute to Charles Mingus"
- 2007, April 19. Flyer. "Better Get Hit in Your Soul: A Tribute to Charles Mingus." 2 copies.
- 2007, April 19. Computer Files. Several .jpg images taken during BHCC's jazz ensemble tribute to Chuck Mingus event. 63 .jpg files. (2 files are contact sheets that show file name with the image corresponding to it).
- 2007, May 10. Video. Recording of BHCC's Tribute to Charles Mingus recorded on April 19, 2007. 8 computer files regarding the performance are in the folder, "Jazz Ensemble Tribute to Charles Mingus."
- 2007, November 8. Flyer. "Blowin' The Blues Away Celebrating Horace Silver." 2 copies.
- 2007, November 8. Flyer. Informational packet for Blowin' the Blues Away: Celebrating Horace Silver event. Includes timeline of prior BHCC performances and a short biography on Horace Silver. 3 p. 2 copies.
- 2007, November 19. Video (digital). Blowin' the Blues Away Celebrating Horace Silver event video. Recorded on: November 8, 2007. Computer files are in two parts.
  - Part one: 10 IFO/VOB files.
  - Part two: 7 IFO/VOB files
- 2008, April 10. Flyer. Count Basie Tribute event flyer. 2 copies.
- 2008, April 10. Computer folder. Folder name: Jazz Ensemble Tribute to Count Basie. 163 files of photos from the event.
- 2008, November 13. Flyer. Where in the World's Music is Dizzy Gillespie? Event information with timeline of BHCC music series. 2 p. (double-sided on one page). 2 copies.
- 2008, November 13. Booklet. Where in the World's Music is Dizzy Gillespie? 4 p. 2 copies.
- 2009, January 9. Video(digital). Jazz Ensemble a Tribute to Dizzy Gillespie event video. Recorded on November 13, 2008. Includes 10 video VLC/IFO files. Runtime: 1:11:18.
- 2009, April 9. Flyer. "The Beat Goes On! A Tribute to Art Blakey and the Jazz Messengers" 2 copies.
- 2009, April 9. Flyer. "The Beat Goes On A Tribute to Art Blakey and the Jazz Messengers" Contains BHCC Music Series timeline on the back of the flyer. 2 p. (double-sided on one page). 2 copies.
- 2009, April 9. Booklet. "A Tribute to Art Blakey and the Jazz Messengers" 4 p. 2 copies.
- 2009, November 12. Photographs(digital). Tribute to Abby Lincoln featuring vocalist Diane Richardson. 117 jpg image files.

- 2009, December 8. Video (digital). Tribute to Abby Lincoln event video. Recorded on: November 12, 2009. 10 IFO/VOB video files.
- 2010, April 15. Flyer. "Miles Davis and Birth of the Cool." Includes BHCC music series timeline on the back. 2 p. (double-sided on one page). 2 copies.
- 2010, April 15. Booklet. Birth of the Cool Miles Davis, booklet contains information regarding the album and Miles Davis. 3 p. 2 copies.
- 2010, November 18. Flyer. "Out There! Oliver Lake's Tribute to Eric Dolphy" Contains biographical information about Oliver Lake and Eric Dolphy. 3 p. 2 copies.

**Folder Name: 2012 – 2019**

- 2012, November 8. Flyer. "Visions: A Tribute to Stevie Wonder" Includes Jazz Celebration series timeline, and biographical information for main performer Yoron Israel. 3 p. 2 copies.
- 2013. November 14. Flyer. "Celebration of Jazz, Blues and the Poetry of Langston Hughes" Contains biographical information for Langston Hughes on the other side of the paper. 2 p. (double-sided on one page). 2 copies.
- 2013, November 14. Flyer. "Celebration of Jazz, blues and the poetry of Langston Hughes" 2 copies.
- N.D., Packet. A compilation of poems by Langston Hughes that were used during the November 14, 2013 Langston Hughes event. 15 p. 2 copies.
- 2014, April 15. Flyer. "A Tribute to Piano Masters Cedar Walton and Mulgrew Miller: Advancing the Tradition." 2 copies.
- 2014, April 15. Postcard. "BHCC Jazz. Tribute to Cedar Walton and Mulgrew Miller." 2 copies.
- 2014, November 20. Postcards. "BHCC Presents Fall Jazz Celebration, To the Max; A tribute to Max Roach." 2 copies.
- 2015, April 16. Flyer. "Before the Deluge...The Music of New Orleans, Birthplace of Jazz" 2 copies.
- 2015, November 12. Flyer. "Billy Strayhorn 100th Anniversary Retrospective." Purple flyer.
- 2015, November 12. Flyer. "Billy Strayhorn 10 0th Anniversary Retrospective." Gold Flyer.
- 2016, November 17. Flyer. "Fall Jazz celebration: Waning Moments, a Tribute to Wayne Shorter." 4 copies. 2 types.
- 2016, April 7. Flyer. "BHCC Spring Jazz Celebration: Jazz South Africa." 2 copies.
- 2017, April 20. Flyer. "3hree for Louis: A Tribute to Louis Armstrong." Designed by Jariel Martinez. 2 copies.

- 2017, April 20. Flyer. "3hree for Louis: A Tribute to Louis Armstrong." Designed by Ronsard Desrosiers. 2 copies.
- 2017, April 20. Flyer. "Bunker Hill Community College Spring Jazz 3hree for Louis: A Tribute to Louis Armstrong, Celebration." Designed by Erica Sadler. 2 copies.
- 2017, October 30-December 22. Flyer. inVISIBLE: Boston-area Latinx artists share their art and define what it means to live in America. Autographed by Alberto Lozano (?).
- 2017, November 9. Flyer. "Jazz from South Africa: Le NGoma, feat. World acclaimed trumpeter Feya Faku." 4 copies. 2 types with two copies each.
- 2017, November 9. "Experience the Colorful Music of South African Jazz." 2 copies.
- 2017, December 12. Program. "Voices of Migration." The BHCC Popular Music Ensemble. 8 p. 2 copies.
- 2018, November 8. Flyer. PoemJazz event flyer.
- 2018, November 8. Flyer. "PoemJazz" Image Designed by Ana Lucia Lopez.
- 2018, November 8. Flyer. "PoemJazz" Image designed by Irina Zhikh.
- 2018, November 8. Flyer. "PoemJazz" Image designed by Stacy Lafume.
- 2019, February 26. Flyer. "New England Gospel Ensemble." A BHCC event in celebration of Black History Month. 2 copies.
- 2019, April 11. Flyer. "Jazz Celebration: Tenor for Our Times." Red version (multiple flyer designs for same event). 2 copies.
- 2019, April 11. Flyer. "Tenor for Our Times." Blue version (multiple flyer designs for same event). 2 copies.
- 2019, April 11. Flyer. "Tenor for Our Times." Gold version (multiple flyer designs for same event). 2 copies.
- 2019, April 16. Flyer. "Grief Gone Global: A Community Exploration of the Healing Power of Poetry, Art and Music." Part of BHCC's National Poetry Month Celebration. 2 copies.
- 2019, April 30. Flyer. "Community Performance: Mourning and the Last Night Council Fire of the We." A BHCC event in celebration of national poetry month. 2 copies.
- 2019, November 21. Flyer. "Fall Jazz Celebration." 2 copies.
- 2019, November 21. Flyer. "Jazz Celebration: Chico Freeman with the Makanda Project." 2 copies.
- 2019, November 21. Flyer. "Tenor Saxophonist Chico Freeman." designed by Chelsea Johnson. 2 copies.
- 2019, December 5. Flyer. "Songs of Children." 2 copies.

**Folder Name: Al Hoose Composition 1991**

- 1991. Sheet Music. "Music for Seven" sheet music for Drums, Bass, Flude, Alto Sax, Piano, Violin, and Guitar.
  - All instruments combined. 46 p. 2 copies

- Drums specific composition. 5 p. 2 copies.
- Bass Specific composition. 5 p.

#### RG017.12 – BHCC Holiday Events

- 1975, October 30. Memo. From: Richard P. DelPrete. To: Ted Carlson; Steve Harper; Kathy Elcox. RE: Faculty Representatives for “Mad Hatters Ball.” Includes policies for faculty and student government during student events, and guidelines for regional Community Colleges allowing alcohol for functions. 6 p.
- 1985? Holiday Greetings Card
- 2013, December 3. Invitation. BHCC Holiday Card.
- 2000, December 7. Invitation. BHCC Holiday Reception.
- 2002, December 5. Invitation. BHCC Holiday Reception.
- 2004, December 9. Invitation. BHCC Holiday Reception. 2 copies.
- 2004. BHCC Holiday Card. 2 copies.
- 2005, December 7. Invitation. BHCC Holiday Reception. 2 copies.
- 2005, BHCC Holiday Card. 2 copies.
- 2007, December 4. Invitation. BHCC Holiday Reception. 2 copies.
- 2007, BHCC Holiday Card. 2 copies.
- 2010, December 7. Invitation. BHCC Holliday Reception. 2 copies.
- 2010, BHCC Holiday Card. 2 copies.
- 
- N.D. Holiday Card from President Dr. Mary L. Fifield

#### RG017.13 – Diversity Celebrations

- 1988, January 13. International’s Week, summary of events.
- 2000, February 17. Press release. “Black History Month Film Festival.”
- 2000, March 22. Invitation. To: All Women Administrators and Professional Staff. From: Diane Smith. Re: MWPHE—Annual Spring Conference & Newsletter. 1 page. 1 copy.
- 2000, Spring. Brochure. Massachusetts Women in Public Higher Education (MWPHE). 4 pages. 1 copy.
- 2000, April 28. Flyer. MWPHE Worcester Women’s History Project: Convention of 1850. 1 copy.
- 2001, February 7. Program. Celebration of Black History.
- 2001, November 12. Memo. From: Lourdene Huhra, Exe. Dean. To: BHCC Faculty and Staff. Re: Beginning of Ramadan, November 17. 1 page. 1 copy.

- Thursday, November 20, the Arab Student Club, in conjunction with the Office of Student Activities and the International Center, will present a Ramadan celebration in A300.
- N.D. Pages. Resources for Teachers. Consist of a listing of Islamic/Muslim out-reach organizations; provides each organizations physical address and contact information (e.g. phone #s, email, web address, etc.), along with a brief description about the particular services that each group can provide.
- 2002, April 22. Flyer. Adjuct Faculty Social Event: Collegial Conversations Over Dinner.
- 2004, September 28. Flyer. "Hispanic Heritage Month: Women Celebrating & Hollering." Sponsored by The Office of Diversity and Inclusion.
- 2001, March 12. Press Release. "Bunker Hill College Mexico Excursion: El programa fue un gran exito! (The program was a great success!)." 1 page. 1 copy.
- 2005, January & February. Flyer. Celebration of Black History month. 2 copies.
- 2007, February 22. Flyer. Celebration of Black History. 2 copies.
- 2009. Program. BHCC Celebrates Black History month with special performance by Kathryn Woods. 2 Copies.
- 2010, October 14. Program. "Bunker Hill Community College Chelsea Campus Celebrates Hispanic Heritage Month 2010: Securing the Dream: Power, Progress, and Prosperity for Latinas."
- 2017. Flyer. BHCC Celebrates Black History Month. 2 copies.
- 2016, September 15-October 15. Flyer. "Hispanic Heritage Month 2016: Habla Latin@, Engaging Latin@ Voices." 2 copies.
- 2017. Flyer. "Women's History Month 2017." 2 copies.
- 2017, October 5. Flyer. "Hispanic Heritage Month 2017: An Evening with Poet Martin Espada." 2 copies.
- 2017, September 21. Flyer. "Hispanic Heritage Month 2017: Maria Hinojosa." 2 copies.3hree
- 2018, February. Flyer. "Black History Month: Honoring Our Shared History." Double-sided. 2 copies.
- 2018, February. Flyer. An Evening with Janet Cormier flyer.
- 2018, September 15- October 15. Flyer. "Hispanic Heritage Month 2018: The Power of Our Latinx Voices." Double-sided (English on one side, Spanish on the other.)
- 2018, September 27. Flyer. "Tres Vidas" performance. 2 copies.
- N.D. Flyer. Experience Haiti event promotion. 2 copies
- 2004, October 13. Invitation. Hispanic Heritage Month 2004.
- 2005, October 18. Invitation. Hispanic Heritage Month 2005.
- 2005, October 18. Program. Hispanic Heritage Month 2005. Two Copies.

- 2006. October 17. Program. Hispanic Heritage Month 2006.
- 2006, February 23. Invitation. "Celebration of Black History Month: Commemorating Black History Month, Kevin Powell: Author, Activist, Poet, Journalist and Hip Hop Historian."
- 2006, March 2. Newspaper clipping. "Black History Month Celebration at Bunker Hill Community College's Chelsea Campus." Chelsea Record. 2 copies.
- 2012, February 23. Postcard. Black History Month Celebration. "Boston's African Meeting House: Past, Present, and Future with Ms. Beverly Morgan-Welch." 2 copies.
- 2013, February 21. Postcard. Celebration of Black History Month: Judge Glenda Hatchett. "The Price of Urban Violence. " 2 copies.
- 2015, September 15-October 15. Flyer. "Hispanic Heritage Month 2015: En Celebracion de Nuestra Cultura."
- 2015. DVD. BHCC Events: Hispanic Heritage Month.
- 2002. Program. "Celebrate Black History Month: Mark Your Calendar and Save the Dates Programs and Events." 2 p.
- 2002, February 21. Invitation. Celebrate Black History Month.
- 2018, February 8. Flyer. Michele Norris, Race and poverty in the United States event. 2 copies.
- 2018, September 27. Flyer. Hispanic Heritage Month 2018: Tres Vidas event flier 2 copies
- 2018. Flyer. Hispanic Heritage Month 2018 double sided English and Spanish language event flier.
- 2018. Flyer. Women's History Month 2018 Event schedule list double sided. 2 copies.
- 2019, February. Flyer. A schedule of BHCC events in celebration of Black History Month. 2 copies.
- 2019, March 14. Flyer. "An Evening With Author Lynne Byall Benson – Nancy Drew and the Power of the Teenage Girl.
- 2019. Flyer. "Women's History Month 2019: Our Story is Our Strength." Outlines events at BHCC celebrating Women's History Month. 2 copies.
- 2019, March 14. Flyer. "Songs of Eastern Woodland Native American Women – Our Music, Our Culture and Our Heritage, with the Nettukkusqk Singers." Part of the event series celebrating Women's History Month. 2 copies.
- 2020, March. Flyer. "Women's History Month 2020: Our Story is Our Strength." A list of BHCC events in celebration of Women's History Month. 2 copies.

RG017.13.05 – Reactions to September 11, 2001

- N.D., October 11. Flyer. Faculty Sharing Session and Lunch. Organized session to hold conversations about how to best facilitate classroom discussion around events related to the September 11 terrorist attacks. 1 page. 1 copy.
- 2001, October 21. Article. "Colleges expanding Islamic offerings." Boston Globe.
- 2001, March 12. Press release. "First Community College Member of MESA."
- 2001, October 11. Press release. "Bunker Hill Community College responds to the acts of terrorism aftermath."
- 2002, Spring. Flyer. "Introduction to the Middle East."
- 2002, September 11. College-wide Day of Remembrance
  - Ceremony program. (2 copies)
  - Program agenda.
  - Program script.
- 2003, September 11. College-wide Day of Remembrance
  - Ceremony program.

#### RG017.14 – Political Events

- 2009, January 20. Flyer. "Obama Inauguration 2009." 2 copies.
- 2009, January 20. Program. "Obama inauguration 2009."

#### RG017.15 -- Dedication Ceremonies

- 1985, October 1. Invitation. Totem of Unity mural dedication.
- 2008, June 10. Program. Health and Wellness Center Groundbreaking Ceremony. 2 copies.
- 2008, June 10. Invitation. Groundbreaking ceremony for the Bunker Hill Community College Health and Wellness Center. Includes a small map of campus. 2 copies.
- 2008, June 10. Invitation. Bunker Hill Community College health & wellness center groundbreaking ceremony. 2 copies. [check]
- 2010, March 23. Program. Health and Wellness Center Dedication Ceremony. 2 copies.
- 2010, March 23. Invitation. Dedication Ceremony for the Bunker Hill Community College Health & Wellness Center. 2 copies [check]

#### RG017.16 -- Community Events

- 1998, April 9. Letter. From: James W. Conway. To: Charlestown businesses/organizations. Re: Bunker Hill Day Parade Sponsorship request. 2 copies.
- 1998, April 9. Memo. From: James W. Conway. To: Organizations, Clubs, Schools, Agencies, Businesses, etc. Re: Participation in the June 14, 1998 Bunker Hill Day Parade.



- 1998, April 22. Memo. From: Kathy Giordano. To: William Hart. Re: BHCC Participation in the Bunker Hill Day Parade. 2 copies.
- 1998, May 15. Letter. From: Kathy Giordano. To: Bill Hart (William). Re: Bunker Hill Day Parade. 2 copies.
- 1998, May 21. Memo. From: Kathy Giordano. To: Tusi Gastonguay. Re: Charlestown Pride Week Events. 2 p.
- 1998. Flyer. BHCC draft flyer for Bunker Hill Day weekend events.
- 1998. Loose Paper. Draft copy for congratulations for Bunker Hill Day completion.
- N.D. Binder. This is a binder used during what seems to be a student orientation event.
- 2006, November 7. Email. From: Carolyn Assa. To: Liliana Silva, Caryn Hirsch, Kevin Wery. RE: EBNHC Education and Training Institute (also includes Event Planning notes). 4 p. (2 p. email. 2 p. Meeting notes).
- 2006, November 6. Email. From: Carolyn Assa. To: Kevin Wery; Caryn Wery; Jesse Thompson; Charles Abasa-Nyarko. RE: Meeting at East Boston Neighborhood Health Center [EBNHC] tomorrow. Email also includes another email from Leonard Mhlaba regarding notes from the November 2nd meeting in East Boston. 4p.
- N.D. Flyer. BHCC at East Boston Neighborhood's Health Center Education and Training Institute's open house.
- 2011, April 21. Program. "The BHCC Community Supports the People of Japan." Includes Poem read by Akiko Nakagawa and Chihiro Tina Furuya, Poem is in English and Japanese. 2 copies of Poem

#### RG017.16.01- Media Coverage of Community Events involving BHCC (on-site or off-site)

- 2007, March 15. Newspaper Clipping. "College Night at Melrose High School." Melrose Free Press.
- 2007, March 15. Newspaper Clipping. "Melrose High School [College Night presentation list]. Melrose Free Press.
- 2007, March 15. Newspaper Clipping. "Community Blood Drives: Bunker Hill Community College Blood Drive." Charlestown Patriot-Bridge.
- 2007, March 22. Newspaper Clipping. "Flaherty and Charlestown Costa Fruit and Produce announce 'Good Neighbor' Program." Charlestown Patriot-Bridge. 2 copies.

2007, April 26. Newspaper Clipping. "CBA Luncheon." Charlestown Patriot-Bridge.

2007, May 3. Newspaper Clipping. "Monthly Art Fair Debuts at BHCC." *Charlestown Patriot-Bridge*.

2007, May 3. Newspaper Clipping. "Soap Box Derby News." *Charlestown Patriot-Bridge*.

2007, May 16. Newspaper Clipping. "Fine Arts and Antiques Fair." *East Boston Times – Free Press*.

2007, May 17. Newspaper Clipping. "Goodnight to Appear at BHCC Art Fair." *Charlestown Patriot-Bridge*.

2007, May 17. Newspaper Clipping. "Free Glasgow Celtic Soccer Clinics." *Charlestown Patriot-Bridge*.

2007, May 30. Newspaper Clipping. "Sixth Annual Science, Math and Relevant Technology Summit for Middle School Girls." *Everett Independent*.

2007, May 31. Newspaper Clipping. "New England Fine Arts Fair Returns to BHCC." *Charlestown Patriot-Bridge*.

2007, June 14. Newspaper Clipping. "New England Fine Arts Fair Returns to BHCC."

2007, June 14. Newspaper Clipping. "Varmint Victims Huddle on bugs." *Boston Herald*. Szaniszlo, Marie. 2 p.

#### RG017.17 -- Open Houses

- N.D. Loose Paper. Student Volunteers list.
- 1979, October 30. Memo. From: Richard Wahlgren. To: Joe Rogers, Gerry Swallow. Re: Open House (classrooms that won't be used during Open House).
- 1979, November 4. Program. Fall '79 Open House. 4 p. 2 copies
  - Program includes Building Dedication Program. 2 copies.
  - Welcome letter from Open House coordinator John J. Hawkins with list of student volunteers and exhibit/workshop locations on campus. 3 p. (exhibit list is double-sided). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Audio-Visual Staff (Chuck Shairs, Nick Parkas, Keith Kelly, Maureen Baker, Donna Peppard, Linda Shea, Carolyn Risdon). Re: Open House (Thank You). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Linda Bergmann, Anna Tsakarissianos. Re: Open House (Thank You). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Central Services Staff (Ed Harrington, Bill McCrary, Vincente White). Re: Open House (Thank You). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Christie Jacobs. Re: Open House (Thank You). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Library Staff (Stella, Ellen, Eunice, Bob). Re: Open House (Thank You). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Faculty/Staff Newsletter. Re: Open House Wrap-Up.
- 1979, November 5. Letter. From: John Hawkins. To: President Harold E. Shively. Re: AV Staff recognition.

- 1979, November 5. Letter. From: John Hawkins. To: Doris Duggan (Mass. Bay Community College A-V Services coordinator). Re: Thanks for lending projectors. 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Tim McLaughlin. Re: Open House (Thank You). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Elaine Lulay. Re: Open House (Thank You). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: Gerald Shea (Stop and Shop Inc.). Re: Thanks to Stop and Shop. 2 copies.
- 1979, November 5. Memo. From: Chuck Shairs. To: John Hawkins. Re: Open House (Thank you). 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: James Slattery (Director of Libraries, Lesley College). Re: Thanks to Lesley College. 2 copies.
- 1979, November 5. Letter. From: John Hawkins. To: President Shively. Re: Open House (notice of forwarding acknowledgement letters, considerations for next open house, and final thoughts). 2 p. 2 copies (one copy only has the front page).
- 1979, November 5. Letter. From: John Hawkins. To: Dean Truesdale. Re: Open House (copy of report given to President Shively).
- 2016, October. Data. Planning materials for October 22, 2016 open house, includes online clicks/views for online advertisements.
- N.D. Brochure. Bunker Hill Community College "Who We Are" informative brochure. 2 p.
- N.D. Email. From: Unknown. To: Karen M. Norton. RE: Open House Emailer Template.
- 2016, October. Flyer. "Your Time Starts Now" Open House Advertisement. 4 copies (each contains different photo).
- N.D. Document. Open House departments and representatives with tasks. 3 p.

#### RG017.18 — Memorial Services

- 1993, May 11. Program. "Memorial Service for Gerald M. Shea, Associate Professor and Chairperson Business Administration Department." 3 p.
- 1994, February 17. Program. "Memorial Service for Edward L. Kerr, Professor and Former Chairperson Business Administration Department." 3 p.
- 1996, October 17. Program. "Memorial Service for Ralph Radell Professor and Chairperson English as a Second Language Department." 3 p. 2 copies.

#### RG017.19 — One Book Program

- N.D. Flyer. "The One Book Program Presents Film Screening and Discussion."

- 2018, May 24. Handout. "One Book Program Launching 24 May 2018." Building the Framework for Success in collaboration with the One Book Program. 3 p.
- 2018. Flyer. "One Book 2018-2019 Selection; Excerpts from *Years of Zero: Coming of Age Under the Khmer Rouge* by Seng Ty." Double-sided.

### **RG018 – Alumni Association**

#### **RG018.01 – Alumni Administration**

- 1998, August 17. Minutes. Task Force BHCC Alumni Association. 5 p.
- 1998, September 15. Minutes. BHCC Alumni Association. 4 p.
- 1998, September 25. Memo. From: Geri Curley, President, Alumni Association. To: BHCC Alumni Association Board of Directors. Re: Alumni Association Monthly Meeting.
- 1998, December 14. Minutes. BHCC Alumni Association. 3 p.
- c. 2001. Document. "Alumni Association Projected Activity August through June 2001-2002." 2 p.
- 2001, March 8. Memo. From: Judi Haverland. To: Bill Hart. Re: Activity Report/Action Plan: February – June 2001. 2 p.
- 2001, April 10. Agenda. Alumni Association Board Meeting.
- 2001, May 8. Agenda. Alumni Association Board Meeting.
- 2001, July 9. Document. "Alumni Association Action Plans 2001 – 2002."
- 2001, October 16. Document. "Alumni Association Activity Report July through October 2001." 2 p.
- 2001, October 24. Minutes. Alumni Association Bunker Hill Community College.
- c. 2002. Document. "Bunker Hill Community College Alumni Association Board 2002-2003." 3 p.
- 2002, June 21. Agenda. Bunker Hill Community College Alumni Association Annual Meeting. Includes minutes from the previous meeting. 2 p.
- 2002, June 21. Minutes. Minutes of the BHCC Alumni Association Annual Meeting. 2 p.
- 2002, August 20. Data. "Alumni Database."
- 2002, July 2. Memo. From: Judi Haverland. To: President Fifield. Re: Successful Alumni. 4 p.
- c. 2003. Document. "2003-2004 Slate of Officers."
- 2003, May 10. Minutes. Alumni Meeting. 2 p.
- 2003, August 12. Minutes. Minutes of the BHCC Alumni Association Annual Meeting. 3 p.
- 2003, August 12. Document. "Bunker Hill Community College Alumni Association By-Laws." 5 p. 2 copies.

- 2004, January 13. Minutes. BHCC Alumni Association Meeting.
- 2004, February 4. Minutes. BHCC Alumni Association Meeting.
- 2004, March 9. Minutes. BHCC Alumni Association Meeting.

#### RG018.02 – Alumni Publications

- Alumni Connection. BHCC Alumni newsletter.
  - 1988, Spring/Summer. v.1, #1. 2 copies.
  - 1988, Winter. v.1, # 2.
  - 1989, Summer. 2 copies.
  - 1989, Fall.
  - 1990, Spring.
  - 1990, Summer. 2 copies.
  - 1992, Summer. 2 copies.
  - 1994, Spring. “The Alumni Connection.” 8 p.
  - 1995, Winter/Spring.
  - 1995, Fall.
  - 1996, Winter. 2 copies.
  - 1996, Summer.
  - 1997, Spring. 2 copies.
  - 1997, Fall.
  - 1998, Winter.
  - 1998, Summer/Fall.
  - 2002, Winter.
  - 2002, Fall. 2 copies.
  - 2003, Spring. 2 copies.
  - 2003, Fall. 2 copies.
  - 2004, Spring. 2 copies.
  - 2005, September. 2 copies.
  - 2005. Winter. 2 copies.

#### RG018.03? – Open Letters

- c. 2000. “An Open Letter to My Colleagues from Herb Gross: A Founding Faculty’s Lament.” Gross, Herb.

#### RG018.04 – Alumni Activities

- 2001, February 9-11. Invitation. “BHCC Annual Winter Weekend Getaway.” 2 copies.

#### RG018.05 – Alumni News and Achievements

- 2006, May 9-11. Newspaper clipping. “Meet the City Council candidates.” Beacon Hill Times, East Boston Times-Free Press, Charlestown Patriot-Bridge. Ryan, Dan. 2 copies.
- 2006, May 15. Newspaper clipping. “McNeil earns Harvard degree at 82.” Everett Leader-Herald News Gazette. McNeil, Elizabeth V.
- 2006, June 8. Newspaper clipping. No title. Harvard University Gazette. McNeil, Elizabeth Veronica. 2 copies.
- 2006, June 8. Newspaper clipping. “At 82, Elizabeth McNeil is set to graduate from Harvard University.” Chelsea Record. McNeil, Elizabeth. 2 copies.
- 2006, June 9. Newspaper clipping. “At 82, she takes a degree: Everett woman graduates from Harvard today.” The Boston Globe. McNeil, Elizabeth V. 2 copies.
- 2006, July 6. Newspaper clipping. “Degree and Award: Elizabeth McNeil.” Boston Globe (North Edition). McNeil, Elizabeth.
- 2006, August 18. Newspaper clipping. “Goofy and rough, he likes to mix it up.” Boston Globe. Kelly, Robert.
- 2007, March 18. Newspaper Clipping. “New Fire Chief on the Job.” [Herbert C. “Chuck” Fothergill Jr.], *Boston Sunday Globe (North Edition)*, Conti, Katheleen.
- 2007, May 27. Newspaper Clipping. “Doucette announces challenge to McCarthy.” *Boston Sunday Globe (West Edition)*. Siek, Stephanie V. 2 p.
- 2007, June 14. Newspaper Clipping. “Rizzuto joins Re/Max.” *Medford Transcript*.
- 2007, June 21. Newspaper Clipping. “\$485,000 Available For Streets and Sidewalks [James Murphy]. *Everett Leader-Herald News Gazette*.

#### **RG019 – Dissertations**

##### RG019.01 - Dissertations by faculty and staff

- Beyer, Sheila Brown. Dissertation. “Institutional goals: how strongly are they supported?” A practicum presented to Nova University in partial fulfillment of the requirements for the degree of doctor of education. March 1976. 23 p.
- Bingham, Frank G. Jr. Applying marketing and strategic planning concepts to higher education. February 1986. 257 p.
- Dalton, Orville J. “Nature and human nature.” A dissertation presented to the School of Philosophy of the Aquinas Institute of Philosophy and Theology : Pontifical faculty of Philosophy of the Studium Generale of St. Thomas Aquinas. In partial fulfillment of the requirements for the degree of Doctor of Philosophy. River Forest, IL. 1968. 132 p.”
- Scott, Lawrence Sherwood. Dissertation. “Paris and the June days of 1848: a case study of revolutionary leadership.” Boston University. Graduate school. Submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy. 1972. 219 p.

- Bowen, Lenora Leonard. Practicum/Dissertation. "An Individualized course in Introductory Statistics Curriculum Development Module." Nova University. Submitted in partial Fulfillment of the requirements for the Degree of Doctor of Education. 1975. 24 p.
- James, Samuel R. Dissertation. "The Individual and Comparative Effects of a Pre-Group Preparation Upon Two Different Therapy Groups." Submitted to Boston University's School of Education. 1980. 172 p.
- London, Howard B. Dissertation. "Pursuing integrity : the culture of a working class Community College." Boston College Graduate School. Department of sociology. Submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the Graduate School of Boston College. May 1976. 261 p.
- Ross, Robert Gary. Dissertation. "Staying in school: peer support group intervention with high risk community college students." University of Massachusetts. Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. September 1981. 248 p.
- McGlynn, Martin John. Dissertation. "Differences in self-concept in learning disabled adults." University of Massachusetts. Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. February 1983. 109 p.
- Nanis, Marshall. Dissertation. Title page missing, presumed to be "Research paper: Real estate sales. 260 p.
- Self, Mary Anne Nally. Dissertation. "A study of the effect of field-dependence / independence on student ratings of faculty at the Community College level." Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. February 1983. 81 p.
- Cassara, Shirley. Dissertation. "Increasing job satisfaction for community college faculty and professional staff through a stress management model." Submitted to the graduate school of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. 1983, September. 155 pages.
- Roark, Denis Darel. Dissertation. "Factors affecting the implementation of new educational technology in higher education." University of Arizona. Center for the study of higher education. In partial fulfillment of the requirements for the degree of Doctor of Education. 1985. 227 p.
- Fifield, Mary Louise. Dissertation. "International education: a case study of innovation in the community college." Saint Louis University. A dissertation presented to the faculty of the graduate school of Saint Louis University in partial fulfillment of the requirements for the degree of Doctor of Philosophy. 1988. 348 p. 2 copies.

- Wylie, Thomas F. Dissertation. "An examination of international students in three public two-year colleges." University of Massachusetts. Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. May 1993. 259 p.
- Khumoetsile-Taylor, Pelonomi K. Dissertation. "African-American children and transracial adoption: stakeholders, race, and politics." Brandeis University. The Florence Heller Graduate School for Management and Policy. In partial fulfillment of the requirement of the degree Doctor of Philosophy. September 2003. 351 p.
- Kukura, Philip F. Dissertation. "Fractured Hopes: A History of Polish-Soviet Relations, July, 1941-August, 1942." Submitted to the Faculty of the University of North Carolina in partial fulfillment of the requirements for the degree of Master of Arts in the Department of History. 140 p.
- Becker, Linda K. Weinstein. Dissertation. "Globalization and structural change: internationalization and the role of librarians in Australian universities." University of Massachusetts Boston. Submitted to the Office of Graduate Studies, University of Massachusetts Boston, in partial fulfillment of the requirements for the degree of Doctor of Education. June 2005. 245 p. Autographed by Becker.
- Moda, Paul E. Dissertation. "'Common Grounds': A Model for Collaboration and Innovation Involving the Education, Arts and External Communities of Bunker Hill Community College." Submitted to Emerson College in partial fulfillment for the degree of Master of Arts in Theater Education. December 2002. 186 p.
- Dole, Susan McLaughlin. Dissertation. "The effects of a working-class background on community college faculty: a critical ethnography." Submitted to Office of Graduate Studies, University of Massachusetts Boston, in partial fulfillment of the requirements for the degree of Doctor of Education. June 2010. 221 pages.

#### **RG019 – Ledgers**

#### **RG020 – Open College**

##### RG020.01 – The Office for Women's Services

- 1976, Fall. "Bibliography of Women's Literature and Related Topics."
- 1977, February 24. Memo. From: The Office for Women's Services (T.O.W.S.) B338. To: BHCC faculty, staff and students. Re: Bibliography of Women's Literature and Related Topics.
- 1978. Directory.

##### RG020.02 - Misc. Materials

- N.D. Document. "Contract Learning Program" 10 p.



## RG021 – Institutional Effectiveness

See also RG011.06 – Institutional Effectiveness' Fact Books.

### **Box 1**

#### RG021.01 – Fact Sheets

Created by the Office of Institutional Effectiveness

- 1983
- c. 1983. Loose Paper. "BHCC Fact Sheet 1973-1983 Celebrating 10 Years of Excellence in Education and Community Service."
- 1987. Loose Paper. "1986 Fact Sheet."
- 1991
- 1992, Fall.
- 1997. Pamphlet. "Bunker Hill Community College 1997-1998 Facts."
- 2004, Fall.
- 2007
- 2008, Fall. "Fast Facts."
- N.D. "Overview fact sheet." Includes student perspective, social & taxpayer perspectives, social perspective, taxpayer perspective, and business perspective sheets. 6 pages.

#### RG021.02 – Institutional Effectiveness – Future Search Event/ Transforming BHCC

##### **Folder 1**

- 1996, January 24. Memo. From: Kevin Finnigan, ACC Chair. To: Deans and VPs. Re: Tech Overview Subcommittee. (3 Copies)
- 1996, April 29. Memo. From: The ESL Department. To: The Technology Committee. Re: Proposal to install a VCR, TV Monitor and Scan Adapter in Two ESL Classrooms.
- 1996, May. Document. "Technology Plan Developmental Project Office Administration." 2 p.
- 1996, May 2. Document. "Technology Plan Departmental Projects Allied Health Certificate Programs."
- 1996, May 14. Email. From: Departmental Project Evaluating Committee (DPEC). To: Jim Ware. Re: Recommendations for funding departmental projects.
- 1996, October 30. Document. "Projects." Includes a table with data.
- 1996, November 20. Memo. From: Anna Tsakarissanos and Kathy Cedrone Vaccaro. TO: Review Committee Technology Plan. RE: Technology Plan Departmental Projects, Office Administration Department.

- 1996, November 21. Proposal. "Technology Plan Departmental Projects." Hotel/Restaurant/Travel Management Program. 4 p.
- 1996, November 25. Proposal. "Technology Plan Departmental Project Computer Department Request." Computer Department. 2 p.
- 1996, November 25. Proposal. "Proposal for additional music audio-visual equipment for the department of music at bunker hill community college." Stephen M. Shore, Music Department. 9 p.
- 1996, November 25. Document. From: Laura Green Zeilinger, training specialist. To: Dr. Tom Wylie, Bunker Hill Community College. "Fax Transmittal form: Project 0012 Training Requests." 5 p.
- 1996, November 26. Memo. From: The Division of Health Care Professionals. To: Technology Committee. Re: Technology Proposal.
- 1996, November 26. Proposal. "Technology Plan Proposal: Use of Computer Technology in Physics and Mathematics Classrooms." 5 p.
- 1996, November 26. Proposal. "Technology Plan Departmental Project Request Graphic Art & Visual Communication Department." Courtney R. McGlynn, Graphic Art & Visual Communication Department. Includes a Memo from October 28 on software licenses and an equipment request from the Media Technology department. 6 p.
- 1996, November 27. Proposal. "Proposal to fund a computerized instrumentation workstation, phase two, audio/visual upgrade." Robert L. Steeper, Science Department. 21 p. 2 copies of proposal.
- 1996, Fall. Technology Plan Departmental Projects Bunker Hill Community College Program Guidelines. (8 copies)
- 1996, December 12. Response: "Addressing suggestions b-f of the Memorandum from Paul Rivers, Dated 12/4/96. Re: "An Interdisciplinary Approach to learning Economic at BHCC.
- 1996, December 23. Memo. From: Dr. Thomas Wylie, acting dean of communication. To: Paul Rivers (Dean of Business and community service), Marshall Nanis (Professor of Business Administration), Kate Cauble (Dean of Health Professions), Karl Smith (Director of the Center for Business and Industry), and William Sakamoto (Dean of educational support services). RE: Visit of Mr. Robert Wolfgang, Director, office of business development and international trade, city of Boston. Includes an agenda, flyer, and document related to the event. 6 p.
- 1997, October 28. Proposal. "Technology Plan Departmental Projects Bunker Hill Community College Proposal for Consideration." Culinary Arts Department Chair, Arthur Buccheri. 3 copies

- 1997, November 10. Email. From: Tim McLaughlin, Isabelle Crowns. To: Dean Gwen Shelton. Re: Description of project to be completed by Isabelle Cowens. Includes a bibliography and survey. 4 p.
- 1997, November 21. Memo. From: Harriet Hutchinson, Coordinator of Foreign Languages. To: Committee for Technology Grants. Re: Request for a technology grant. Includes proposal. 5 p.
- 1997, November 24. Memo. From: Becky Briggs and Kathy Cedrone Vaccaro. To: Review Committee Technology Plan. Re: Technology Plan Departmental Projects, Office Administration Department. Includes Proposal. 15 p.
- 1997, November 24. Proposal. "Business Department Need Proposal for Computer Hardware and Software." Larry Garron. 2 p.
- 1997, November 26. Proposal. "Proposal to Fund Computerized Instrumentation Workstation Additions: Phase Three." Robert L. Steeper and Joan Brenner, Science & Physics Departments. 2 p.
- 1997, November 26. Proposal. "Technology Plan Departmental Projects for the Division of Health Care Professions." Judith D. Burnett, Chair of the Division for Health Care Professions. 2 p.
- 1997, November 26. Proposal. "Technology Plan Departmental Project Computer Department Request." Computer Department. 3 p.
- 1997, November 26. Proposal. "Bunker Hill Community College Business Department Technology Needs Proposal: Multi-Media Carts." Larry Garron, the Business Department. 3 p.
- 1997, November 26. Proposal. "Application for 'Technology plan departmental projects' grant by the ESL department. Project: A step toward establishing a comprehensive ESL Lab for the Academic ESL Department at BHCC." ESL Department. 5 p.
- 1997, November 26. Memo. From: Mathematics-Physics Department. To: Technology Plan Department Projects Review Committee. Re: Mathematics-Physics Department Proposal. 2 p.
- 1997, November. Proposal. "Technology Request for the Behavioral Science Department." Shirley Cassara, Behavioral Science Department. 3 p. 2 copies.
- 1997, Fall. Document. "Technology Plan Faculty Computing Initiative Bunker Hill Community College Application Guidelines." 2 pages. 2 copies.
- 1997, Fall. Document. "Technology Plan Departmental Projects Bunker Hill Community College Program Guidelines." 2 pages. 2 copies.
- 1997, December 11. Memo. From: Jim Ware. To: Academic Deans K. Re: Technology Plan Departmental Projects ~ Fy98.

## Folder 2

- 1998, February 18. Letter. From: James Alicata. RE: Tech Prep Consortium.
- 1998, Spring. Booklet. "Classroom Action Research." 22 p.
- 1999, January. Folder. Future Search Conference Materials. Includes:
  - 1999, January. Fact sheet. "Future Search Conference Fact Sheet."
  - 1999, January 19. Letter. From Mary Fifield. To: Conference Participants. Re: Welcome from the President.
  - N.D. Agenda. "A New College for a New Century: A Future Search Conference Agenda."
  - N.D. Document. "A Framework for the Future Search Conference." Includes conference rules and worksheets. 15 p.
  - N.D. Document. "Conference Facilitators." 2 p.
  - N.D. Document. "Bunker Hill Community College Participants." 2 p.
  - N.D. Document. "Community Participants." 2 p.
  - N.D. Document. "Sponsors."
- 1999, January 8. Press Release. "Conference To Reshape Community College Education for Next Century."
- 1999, January 12. Press Release. "Conference To Reshape Community College Education for Next Century." 2 copies.
- 1999, January 21. Memo. From: Ruth Goodwin. To: David Yosifon. RE: Future Search Info. Includes a fact sheet for BHCC. 5 p.
- 1999, January 25. Press Release. "Partnership, Technology, And Diversity Are Keys to Bunker Hill Community College's Future: Business, Community, and Political Leaders Meet with College Trustees, Administrators, Faculty, And Students to Set Goals." 2 copies.
- 1999, January 26. Newspaper Article. "Bunker Hill's Challenge: Planning for Its Future." The Boston Tab. 2 copies.

### **Folder 3**

- 1999, February 2. Memo. From: The Long-Range Planning Committee. To: All Faculty and Staff. Re: Proposed college goals from the Future Search Conference. Includes flyers for the event and related worksheets/documents. 17 p. 2 copies.
- 1999, September. Booklet. "Transforming Bunker Hill Community College." 2 copies.
- 2000, October. Pamphlet. "We did it...A Report of Goals and Accomplishments." 6 p.
- 2000. Document. "T2000 Technology Plan Three Year Plan." By: Paul Rivers. 3 p. 2 copies.
- 2002 – 2005 BHCC Goals

- 2002. Booklet. Transforming BHCC: Achievements and Collective Vision for The Future. 2 copies.
- 2002, January 15. Program. Transforming BHCC: Omni Park House. 2 copies.
- 2006, January 17. Reply Card. Transforming BHCC: Imagine the Possibilities. 2 copies.
- 2006-2009. Booklet. "Transforming BHCC: College Goals and Objectives." 16 p. 2 copies.
- 2006-2009. Booklet. "Transforming BHCC: A Report of Progress and Accomplishments." 16 p. 2 copies.
- 2010. Program. "Transforming BHCC." 16 p. 2 copies.
- 2010. Booklet. "Transforming Bunker Hill Community College: College Goals and Objectives." 19 p.
- 2010. Data. "BHCC 2010 Long Range Planning Event Evaluation Results." Includes feedback from participants in the morning session. 5 p. 2 copies.
- 2010. Data. "BHCC 2010 Long Range Planning Event Evaluation Results." Includes feedback from participants in the afternoon session. 5 p.
- 2010, January 20. Proposal. "Transforming BHCC January Long Range Planning Conference: Proposed Action Steps for Potential College Goals." Long Range Planning Committee. 17 p.
- 2010, January 20. Document. "Proposed Goals: Bunker Hill Community College Long Range Planning Event – January 20, 2010."
- N.D. Agenda. Transforming Bunker Hill Community College Meeting.
- N.D. Document. "Handout A: Working Agreements." Includes worksheets.
- N.D. Worksheet. Transforming BHCC. "#B: Drafting College Goals." 2 copies.
- N.D. Worksheet. Transforming BHCC. "#C: Ranking College Goals." 2 copies.
- N.D. Worksheet. Transforming BHCC. "#D: Tallying Priorities for College Goals."
- N.D. Worksheet. Transforming BHCC. "#E: Possible Action Plans." 2 copies.
- N.D. Folder. Transforming BHCC. 2 copies. Includes:
  - 2004, January. Packet. "Transforming BHCC: A Report of Progress and Accomplishments." 2 copies.
  - 2006. Invitation. Transforming BHCC.
  - 2006, January 17. Program. Transforming BHCC: Imagine the Possibilities. 2 copies.
  - 2008. Post Card. Transforming BHCC "Turning Points to Student Success".
  - 2008. RSVP Invitation. Transforming BHCC.
  - 2008. Agenda And Long Range Planning Committee List. Transforming BHCC.
  - N.D. Transforming BHCC Sticker.
- N.D. Booklet. Transforming BHCC.
- N.D. Program. "Transforming Bunker Hill Community College." 12 p.

- N.D. Document. "BHCC College-Wide Strategic Goals." 2 p.

## **Box 2**

### RG021.03 – Institutional Effectiveness Reports

#### **Folder 1**

- c. 1993. Report. "BHCC 1992-1993 Annual Report." 42 p. 2 copies.
- c. 2001. Report. "BHCC Accomplishments 1999-2001: International and Diversity."
- c. 2001. Report. "BHCC 1999-2001 Institutional Objectives."
- 2001. Report. "BHCC 2001 Technology Summit Report." 2 copies.
- 2002, April 2. Report. "Bunker Hill Community College Goals and Objectives." 6 p.
- 2002, May 14. Report. "Bunker Hill Community College Credit Enrollment and Student Demographics: A Comparison of Spring 2001 with Spring 2002." Institutional Effectiveness. By Dibble, Emily. 8 p.
- 2002, September 6. "Transformations Document: The Past Three Years' Achievements." 2 copies.
- 2002, October 29. BHCC Major Initiatives.
- 2002, November. Report. "Bunker Hill Community College Fall 2002 Student Enrollment Profile." Institutional Effectiveness. By Dibble, Emily. 68 p. 2 copies.
- 2006, August. Report. "A College-wide Assessment of Non-academic Functions." 46 p. 2 copies.

#### **Folder 2**

- 2007, November. Report. "A College Wide Assessment of Non-Academic Functions." 77 p.
- c. 2008-2009. Document. "Institutional Data Request Form: Bunker Hill Community College." 2 p. Includes other documents:
  - 2008, July. Report. "Bunker Hill Community College: STEM Results from Institutional Data." Prepared by Peterfreund Associates. 22 p.
  - 2008, June. Report. "Bunker Hill Community College: Information Technology Results from Institutional Data." Prepared by Peterfreund Associates. 15 p.
  - 2009, June 2. Presentation. "Institutional Data Meeting." SageFox Consulting Group. 8 p.
  - N.D. Business card. Kenneth A. Rath, SageFox Consulting Group. 2 copies.
- c. 2014. Report. "Embedded Model Expansion Project – Final Grant Report." Submitted to Success Boston: College Completion Initiative. Bunker Hill Community College. Includes tables with data on BPS students enrolled at BHCC. 6 p.

- 2014, January 27. Proposal. "Office Mission, Values & Vision." 2 p.
- 2015. Document. "Data Use and Security Agreement." Describes a collaborative project between Bunker Hill Community College and Abt Associates Inc. Includes information on the project, a blank signature form, and a non-disclosure agreement. There is one copy of the signature form signed on October 14, 2015, by David Leavitt. 11 p. 2 copies.
- 2015, May 4. Proposal. "Division of Student Affairs – Summer 2015 Assessment Professional Development & Training Plan." From: The Office of Institutional Effectiveness. 4 p. 2 copies.
- 2015, Fall. Report. "Massachusetts Perkins IV Career and Technical Education Pell Grant Report." Submitted to the Massachusetts Department of Elementary and Secondary Education. Leavitt, David. Includes data on the number of Pell grant recipients at BHCC. 5 p.
- 2015, Fall. Report. "Massachusetts Perkins IV Career and Technical Education Pell Grant Report." Submitted to the Massachusetts Department of Elementary and Secondary Education. Leavitt, David. Includes data on the number of Pell grant recipients at BHCC. 5 p.
- 2016, Report. "IPEDS Data Feedback Report 2016." National Center for Education Statistics. 10 p.
- 2016. Report. "Guide to Clarifying Your Outcomes." Prepared for BHCC Practical Nursing Program by AG Consulting, LTD.
- 2016, February 17. Form. "Center for Community College Student Engagement Oversample Agreement Form: Survey of Entering Student Engagement." Includes a signature page. 2 p.
- 2016, May 3. Report. "Voluntary Framework of Accountability Bunker Hill Community College, Data Collection Cycle 2015-16." Volunteer Framework of Accountability. Includes data for different cohorts of Bunker Hill students. 26 p.
- 2016, June 16. Document. "Strategic Framework for MA Public Higher Education." Includes 2 copies of a memo that describes MA Public Higher Education's request for data. 9 p.
- 2016, July 1. Document. "Additional Data Analysis Proposal." Includes an overview of the data analysis and a signature section. 2 p.
- 2016, October. Document. "Data Use Agreement." Includes an overview of the data agreement between Bunker Hill Community College and SRI International and a signature page. 7 p. 2 copies.
- 2016, November. Document. "Memorandum of Agreement Between Federal Reserve Bank of Boston and Bunker Hill Community College." David Leavitt, Department of Institutional Effectiveness, and Sol Carbonell, Federal Reserve Bank of Boston. Includes the contract, the data points, and the timeline. 6 p.

- 2017. Report. "IPEDS Data Feedback Report 2017." National Center for Education Statistics. Includes data comparing BHCC to institutions across the country. 12 p.

### Folder 3

- 2017, January 9. Report. "Default Report: BHCC Goals Survey." Includes survey questions and answers. 17 p.
- c. 2019. Document. "Tableau Deployment Project: Site Governance and Communication Plan." Includes planning documents and data. 10 p.
- 2019, August. Report. "Practicing Equity: Increasing Retention, Graduation and transfer by providing social services to level the playing field for community college students An Evaluation of BHCC's Single Stop Office" Submitted to Bunker Hill Community College. Office of Institutional Effectiveness. 14 p.
- 2019, September 1. Document. "Data Use and Security Agreement." Includes information on an agreement between Bunker Hill Community College and the Center for Survey Research at the University of Massachusetts Boston. 11 p.
- 2019, December 12. Presentation. "Computer Science Department Data Debrief PowerPoint Presentation." Presented by the Office of Institutional Effectiveness. 7 p.
- N. D. Report. "Main Report: Economic Contribution of Bunker Hill Community College: Analysis of Investment Effectiveness and Economic Growth." By Economic Modeling Specialists, Inc (?). Prepared for BHCC's Institutional Effectiveness department (?). 75 p.
- N. D. Report. "Executive Summary: The Economic Contribution of Bunker Hill Community College." By Economic Modeling Specialists, Inc (?). Prepared for BHCC's Institutional Effectiveness department (?). 6 p.
- N.D. Document. "Executive Office of Labor and Workforce Development: The Conference Board Help Wanted On-Line System Massachusetts Education and Workforce Partner User Agreement." Includes contract signatures. 4 p.
- N.D. Document. "Resources & Training Requests: Proposed Director of Research Strategy & Applied Analytics." Includes information on the position and its responsibilities. 2 p.
- N.D. Report. This document provides an overview of Bunker Hill Community College's demographics. Includes charts and illustrations. 20 p.
- N.D. Document. "Reporting Systems Matrix." This document has a chart that outlines the reporting systems that Bunker Hill subscribes to, the costs associated with them, and other relevant
- N.D. Document. "Bunker Hill Community College Office of Institutional Effectiveness Research & Reporting Systems." Includes charts. 4 p.



## RG021.04 – Institutional Effectiveness Data

### **Folder 1**

- c. 1974. Data. "Geographical Breakdown For Students Based Upon Mailing Addresses Fall Semester 1974-75." 2 p.
- 1977. Data. "Geographical Breakdown for Day Students Based Upon Residency Certification Spring 1977."
- c. 2004. Data. "Bunker Hill Community College FTIC Fall 2003 Cohort with Placement Testing Results Developmental Needs (n=928)" prepared by the Office of Institutional Effectiveness. 7 p. 2 copies.
- c. 2004. Data. Fall 2003 degree seeking FTIC demographics; placement test results for developmental needs; Developmental needs by Race/Ethnicity; Race/Ethnicity by Developmental Needs; Developmental Course Work completion in Two Years; Race/Ethnicity by completion of Developmental Course Work within two years; Completing 15 college level hours in three years by Developmental needs; Median College Credits attempted and completed; Median College GPA; Percent Graduation with AA/AS within four years; Cohort Persistence Rates. 11 p.
- 2004. Data [Binder]. "Student Satisfaction Inventory Bunker Hill Community College Spring 2004." Prepared by Noel-Levitz Inc. 53 p. Includes CD with the data on it.
- 2004, August. Data. "How Well Are We Meeting Our Students' Expectations?" Prepared by Noel-Levitz Inc. for Bunker Hill Community College. Includes data tables ranking student satisfaction, a page with some survey questions, and a page summarizing student satisfaction at Bunker Hill Community College compared to other Northeast community college students. The first few pages are not included, and parts of the table are cut off. 29 p.
- c. 2005-2006. Data. "Bunker Hill Community College Fall 2005 First-time, Full-time, Degree Seeking Cohort." Includes two tables, with the first relating to the percentage of students in three developmental courses and the second relating to the percentage of students in two developmental courses. Office of Institutional Effectiveness. 2 p.
- c. 2006. Data. Includes documents between 2001-2006 detailing student demographics, with most of them from 2003. 23 p.
- c. 2006. Data. Developmental Course testing data Fall 2005; successful completion of first time, full-time enrollment and success in completing courses; Fall 2003-Spring 2006 Highest Enrollment Rate and 10 Lowest Success Rates; successful completion of developmental and gateway courses Fall 2001-Fall 2005. 9 p.
- c. 2007. Data. Developmental and Gatekeeper course enrollment and and success per course; and final grade distribution from Fall 2001 to Spring 2006. 6 p.
- c. 2007. Data. "FY07 Enrollments and Grade Distribution by Course." 10 p.

- c. 2007. Data. Developmental Course Chart Data. Includes Completion data of developmental courses; enrollment and successful completion expanded data; and frequency of how many students test into two or more developmental courses.
- c. 2007. Data. Fall 2003 to Spring 2007 Retention by Developmental Needs Charts. 2 p.
- c. 2007-2008. Data. "First Time Full Time Matriculated Students: Top 10 Course Enrollments by Year."
- c. 2007-2008. Data. "Fall 2007 First Time Full Time Matriculated Students." Includes two charts, with one displaying the top 10 majors and the other the top 20 majors. Office of Institutional Effectiveness. 2 p.
- 2008, January. Data/Report. "Massachusetts Community Colleges Key Performance Indicators Linear Trends." Created by Massachusetts Board of Higher Education. [**Note: Document not created by Office of Institutional Effectiveness but contains valuable information statistically for BHCC**] 42 p.
- c. 2008. Data. "First Time Full Time Matriculated Students: Top 10 Course Enrollments Fall 2008." Office of Institutional Effectiveness.
- c. 2008. Data. "First-time Full-time Matriculated Students: Fall 2008 Course Taking." Office of Institutional Effectiveness.
- 2008, Fall. Data. "Fall 2007 ESL III Students Registered for Four or More Courses (n = 154): Non-ESL Course Enrollment with 10+ Students."
- c. 2009. Data. "IPEDS Graduation Trends by Gender Race/Ethnicity 2004-2009." 16 p.
- c. 2009. Data. Includes a table of academic credentials by term from 1975-2009. There is an appended note on degree/certification statistics. 3 p.
- c. 2010. Data. Boston area high school graduation data and the number/percentage of these students that enrolled in Bunker Hill Community College from 2005-2009.
- c. 2010. Data. Includes data for Fall 2008 and Fall 2009 first-time full-time students and their majors. 3 p.
- c. 2010. Data. "Male nursing students cohort analysis." Data tables. 18 p.
- c. 2010. Data. Charts of outcomes from the Learning Community Seminars and Learning Community Clusters from Fall and Spring 2009-2010. 6 p.
- c. 2010. Data. "Bunker Hill Community College Midnight Courses." Includes data for Fall 2009 and Spring 2010.
- 2011, Fall. Data. "IPEDS Graduation Rates and Total Number of Degrees Awarded." 4 p. 2 copies (one copy is missing one of the charts from the other).
- c. 2012-2013. Data. "Bunker Hill Community College Integrating LifeMap into Programs of Study by Department: Requested Trend Data by Fall Term, Fall 2010 – Fall 2012." Office of Institutional Effectiveness. 3 p.

## Folder 2

- 2013, December 3. Data. "Bunker Hill Community College Three-Year Strategic Objectives Plan in Alignment with College Goals." 10 p.
- c. 2013. Data. "Fifield student emergency assistance fund recipients analysis." 19 p.
- c. 2013. Data. Includes charts and graphs comparing retention data between cohorts. 5 p.
- c. 2013. Data. "Trend Data for Report to Commissioner: Fall 2013 Students, Credits, Awards & Demographics." Office of Institutional Effectiveness. 12 p.
- 2013. Data. "Athletic Participation." 14 p.
- c. 2013-2014. Data. "BHCC International Students Enrolled." Includes two data sets for Fall 2013 and Fall 2014. 2 p.
- c. 2014. Data. "BHCC Students Transferring to Top 10 MA Receiving Colleges Who Had Not Received BHCC Degree at Time of Transfer Fall 2009 to Fall 2013."
- c. 2015. Data. "First-Term Enrolled Students by Fall Attempting and Completing Credit Patterns for 12 Credit and 15 Credit Attempters Fall 2010 – Fall 2014."
- c. 2015. Data. "Student Financial Aid 2015-16." Includes financial aid information for full-time students in tables. 17 p.
- c. 2015. Data. "Fall Enrollment for Full-Time Undergraduate Students." Includes tables of data. 7 p.
- c. 2015. Data. "Unduplication Headcount for Full-Time Part-Time Enrollment in GPSTEM Programs."
- 2015, November 13. Data. "Community Colleges Fall Admissions Data: Bunker Hill Community College." Includes a table of admissions and retention data.
- 2015, December 8. Data. "IPEDS Graduation Rates for 2-year institutions reporting on a fall cohort." Department of Institutional Effectiveness. Includes tables with student information. 22 p.
- 2015, December 8. Data. "IPEDS Student Financial Aid for public institutions reporting on a fall cohort." Department of Institutional Effectiveness. Includes tables with student information. 14 p.
- 2015, December 8. Data. "IPEDS Outcome Measures." Department of Institutional Effectiveness. 16 p.
- c. 2015-2016. Data. The document includes a table with course offerings for Fall 2015 and Spring 2016 and the number of students enrolled in each. 2 copies.
- c. 2017-2018. Data. Includes two charts tracking enrollment among first-term students over 6 years, with the first chart covering Fall 2007 to Fall 2013 and the second covering Fall 2011 to Fall 2017. 2 p.

- c. 2017-2018. Document. "Operational Plan Details." Includes a table outlining each BHCC department and their goals/budget for the 2017-2018 academic year. Includes some handwriting and David Leavitt's signature on the back. 8 p.
- c. 2018-2019. Data. Includes demographic and retention data for students by academic year, beginning with 2014 and ending with 2018. 2 copies.

### Folder 3

- c. 2018-2019. Data. Includes demographic and retention data for male students in the 2017-2018 academic year. 2 copies.
- 2019. Document. "Strategic Enrollment Management Plan." Department of Institutional Effectiveness. Includes a copy of the plan, tables with strategies, and enrollment freeze data. 25 p.
- 2019, March 21. Data. "Bunker Hill Community College: Hispanic/Latinx Student Trends." Office of Institutional Effectiveness. 4 p.
- 2020. Loose Paper. Page 70 of 2020 NECHE Self-Study, shows table of first-time full-time students enrolled at BHCC.
- N.D. Data. "Massachusetts Higher Education 2020 and 2023 Undergraduate Enrollment Projections."
- N.D. (c. 2011?). Data. "Bunker Hill Community College Withdrawal Rate Focus Courses vs. Other Sections 2006-2011 Aggregated." 5 p. 2 copies.
- N.D. Data. Data tables with grades on vertical axis and racial and ethnic identities on horizontal axis; different pages for different classes/sections. 10 p.
- N.D. Data. "Medical Imaging – Nursing – Respiratory Therapy – Equipment List." 4 p.
- N.D. Data. "Successfully Complete Gateway Courses within Three Years." 2 p.
- N.D. Data. "Fall 2013-to-Spring 2014 Retention." 20 p.
- N.D. Data. "International Students Transfer Analysis: Enrolled at BHCC 2007FA-2011FA." 10 p.
- N.D. Data. "Student Self-Reported Assessment of Awareness & Engagement Pre & Post Civic Project Course." 2 p.
- N.D. Data. "Bunker Hill Community College Skillworks Students by Intensives and Walk-Ins: Snapshot Data by Term & Demographics." Office of Institutional Effectiveness.
- N.D. Data. This document has charts depicting the monthly gas and electric usage in each building of the Charlestown campus. 4 p.
- N.D. Document. "Massachusetts Higher Education 2020 and 2025 Undergraduate Enrollment Projections"
- N.D. Data. "Bunker Hill Community College Nursing Program Data African American Males." Includes enrollment and graduation data from 1998 to 2011.
- N.D. Data. Includes four tables with graduation and retention data for students. 2 p.

- N.D. Data. "BHCC Retention Baseline: BPS Class of 2005." Includes data from 2005 to 2010. 3 p.
- N.D. Data. The document primarily contains data related to the Fall 2003 cohort, but it also has general data on retention, transfers, and developmental courses from 2003 to 2005. Includes some handwritten notes. 24 p.
- N.D. Data. "All English Faculty by Number of Successes (Full-time highlighted)." 4 p.
- N.D. Data. "All Mathematics Faculty by Number of Successes (Full-time highlighted)." 4 p.
- N.D. Data. "Massachusetts Community College Success Indicator." Includes cover sheets with information on the data and then 4 charts. 6 p.
- N.D. [maybe c. 2005]. Data. "Nursing Exam Pass Rate (RN exam only).
- N.D. [c.2006]. Data. Bunker Hill Community College 2006 Performance Measurement Report. 4 p.

### **Enrollment Box**

- 1974-1984. Data. Photograph binder Box of Enrollment Data from 1974 to Spring 1984. Contains several reports across the timeframe that breaks down enrollment through majors and graduation. **[Note: item could be turned into it's own RG if more enrollment reports/information is encountered. Might double back on that.]**

### **Box 3**

#### RG021.05 – Communications

#### **Folder 1**

- 1973, October 4. Document. "General Outline for Preparing Self-Instructional Materials: Some key Questions." Renate Lepehne. 2 p.
- 1973, October 5. Document. "Learning Modules – Some Attempts at Definitions." Renate Lepehne. 5 p.
- 1973, October 5, Document. "Some Ideas About Instructional Design and Independent Study at BHCC." Renate Lepehne 5 p.
- 1997, July 3. Letter. From: William Craft. To: John E. Roueche. Re: Request for similar colleges that undertook a similar planning effort. Includes Institutional Planning Summary and Graduates by program and option 1990 through 1996. 8 p.
- 2007, January 3. Email. From: Dibble, Emily. To: Mary Fifield. Re: "Spring 2007 Enrollment Update January 3, 2006." 1 p.
- 2007, January 3. Email. From: Dibble, Emily. To: BHCC Employees. Re: "Fall 2006 Official Enrollment at Massachusetts Community Colleges." Includes enrollment data. 2 p.

- 2008, September 2. Memo. From: Emily Dibble. To: David Leavitt. Re: Data for Fall 2008 Enrollment. Includes a page of handwritten notes by David Leavitt and a statistics page. 3 p.
- 2009, April 1. Email. From: Timothy McLaughlin. To: David Leavitt. Re: "Requests for data." Includes Data Collection Requests to Tim doc and a forwarded email thread. 2 p.
- 2009, April 24. Email. From: Lori Catallozzi. To: David Leavitt. Re: Slides.
- 2009, September 28. Email. From: Mary Fifield. To: David Leavitt. Re: Pass rates for English and Mathematics faculty.
- 2009, October 8. Memo. From: David J. Leavitt, Director of Institutional Research. To: Mary L. Fifield, President. Re: Developmental Mathematics Student Success. Includes a chart. 2 p.
- 2009, October 8. Memo. From: David J. Leavitt, Director of Institutional Research. To: Mary L. Fifield, President. Re: Developmental English Student Success. Includes a chart. 2 p.
- 2009, October 9. Memo. From: Emily Dibble. To: Jesse (likely Jesse M. Thompson). Re: Fall IPEDS Reporting.
- 2009, October 15. Memo. From: David J. Leavitt, Director of Institutional Effectiveness. To: Mary L. Fifield, President. Re: Developmental Mathematics Student Success. Includes data. 2 p.
- 2009, October 15. Memo. From: David J. Leavitt, Director of Institutional Effectiveness. To: Mary L. Fifield, President. Re: Developmental English Student Success. Includes data. 2 p.
- 2009, October 19. Memo. From: Molly B. Ambrose, Executive Director of Human Resources & Labor Relations. To: David Leavitt. Re: Drug-Free Workplace Act of 1988.
- 2010, February 17. Email. From: Lori Catallozzi. To: David Leavitt. Re: Feb. 23 Data.
- 2010, March 23. Memo. From: Emily Dibble, David Leavitt, and ZogoTech Data Warehouse. To: Wick Sloane. Re: Midnight College & Late Night College Data – FY10.
- 2010, July 7. Email. From: Terri Manning. To: David Leavitt. Re: "Global Skills for College Completion." Includes data template spreadsheet. 1 p.
- 2010, July 23. Email. From: Lori Pennel. To: David Leavitt. Re: "Data." Includes Student File Fall 2009 and Student File Spring 2010. 1 p.
- 2010, September 7. Email. From: David Leavitt. To: Joseph Steffano. Re: "MEETING WITH SIGHTLINES ON 9/2/2010." Includes a thread of three emails. 1 p.
- 2012, January 17. Memo. From: David Leavitt. To: President Fifield; James Canniff; Emily Dibble; William Sakamoto. Re: Spring 2012 Enrollment Update. Includes enrollment data and a handwritten note from Emily Dibble.

- 2012, November 15. Email. From: Judy Lindamood. To: David Leavitt and Karalynn B. Gau. Re: FW: data needed for academic review of department. Includes email thread and data request. 2 p.
- 2013, April 8. Letter. From: Mary L. Fifield. Re: Letter of recommendation for Karalynn Gau for the Presidential Scholarship. Includes two copies, with one being on BHCC letterhead. 2 p.
- 2013, May 8. Memo. From: Emily Dibble. To: Karalynn B. Gau. Re: Action Plan. Includes copy of email from Karalynn B. Gau to President Mary Fifield concerning the plan and President Fifield's response. There are 2 copies of the response. 4 p.
- 2013, May 13. Email. From: David Leavitt. To: Janice M. Bonanno. Re: Measure Five Letter F. 1 p.
- 2013, June 13. Email. From: Karalynn B. Gau. To: Emily Dibble. Re: Status of Action Plan. Includes other emails in the thread. 2 p.
- 2013, June 13. Email. From: Jesse M. Thompson. To: Karalynn B. Gau. Re: Meeting with Jesse RE: Action plan. Includes two other emails in the thread. 2 p.
- 2013, June 27. Letter. From: Mary L. Fifield. To: Karalynn Gau. Re: Qualitative Research Capacity Focus Groups Initiative Funding.
- 2013, July 9. Email. From: Karalynn B. Gau. To: Wick Sloane. Re: Emergency Assistance Fund Data Request. Includes the entire thread of emails related to this topic. 4 p.
- 2013, July 10. Email. From: Wick Sloane. To: David Leavitt and Karalynn B. Gau. Re: For this afternoon – My Evaluation, with what I have. 4 p.

## **Folder 2**

- 2013, November 21. Email. From: Maria D Leite. To: Pam Eddinger and many others. Re: "Admissions and Enrollment data (2013SP, 2014SP)." Includes tables of data (NOTE the email is on page 3 of this document). 7 p.
- 2014, July 8. Email. From: Linda Champion. To: David Leavitt. RE: Core Data Add'l Info.
- 2014, November 5. Email. From: Sally Buckley. To: Kevin Meehan. Re: Enrollment Meeting. 2 p.
- 2014, November 18. Email. From: Nuri Chandler-Smith. To: Sally Buckley. Re: Subcommittee notes. 1 p.
- 2016, March 22. Email. From: Clea T. Andreadis. To: David Leavitt. Re: OER Grant.
- 2016, August 9. Email. From: Clifton Porter. To: David Leavitt and Suzanne Smith. Re: Data Governance Questions. Includes an email in the same thread from Barb Chalfonte to David Leavitt. 2 p.
- 2016, October 13. Email. From: John K. Pitcher. To: David Leavitt. Re: Strategic Plan Data.

- 2016, November 1. Letter. From: Colleen Bullock. To: David J. Leavitt. Re: Additional Data Analysis Proposal. Includes a signature page. 2 p.
- c. 2017. Letter. From: David J. Leavitt. To: Katharine Broton. Re: A Study of Basic Needs Security and College Success at Bunker Hill Community College. Includes a copy of a relevant email from June 12, 2017. 2 p.
- 2017, May 15. Letter. From: Pam Y. Eddinger. To: Julia E. Kershaw-St. George. Re: Proposal Titled: Interventions to Address College Food and Housing Security. Includes the grant forms filled out by the Office of Institutional Effectiveness. 10 p.
- 2017, October 2. Email. From: Midori Morikawa. To: David Leavitt. Re: Data Request. Includes a table of the requested data categories filled out and handwritten notes on the back of a meeting agenda. 2 copies of the email. 5 p.
- 2017, November 6. Letter. To: David Leavitt. From: Karalynn B. Gau. RE: Program Review Schedule. 3 p. Includes spreadsheet of Divisions in need of Program Review.
- 2018, February 5. Email. From: Nancy Angoff. To: David Leavitt and Amy E. Boudreau. Re: IE/Grants meeting agenda.
- 2019, August 1. Email. From: Pam Eddinger. To: Maria Kathleen Puente. Re: Institutional Assessment Conceptual Framework. Includes an attached sketch of the conceptual framework, but it is difficult to read due to the quality of the image. 2 p.
- 2020, January 22. Memo. From: David Leavitt, Executive Director of Institutional Effectiveness. To: James Canniff, Vice President of Academic Affairs & Student Services. Re: Research Assistant. Includes documentation for the Research Assistant position. 12 p.
- 2020, January 30. Email. From: James Canniff. To: David Leavitt, Alice Murillo, Cynthia S. Forrest; Grace Young; Francine Kupferman. RE: Student Origin Study (SOS) Draft.
- N.D. Report. "A Proposal for and Evaluation of the Digication Assessment Management System Integrated with Student Use of Digication ePortfolios." Written by BHCC, Middlesex Community College, Holyoke Community College, and Mount Wachusett Community College. 8 p.
- N.D. "Website & Social Media Analytics for Enrollment – V2." Includes infographics. 4 p.
- N.D. Infographics, "Fall 2015 Recommendations," and a script for communicating with students and faculty about enrollment. 4 p.
- N.D. Letter. From: Karalynn B. Gau. To: Emily Dibble. Re: Action Plan Budget. 2 copies.
- N.D. Memo. To: David Leavitt. Re: MACCWDTA Project Evaluation. Includes the grant strategy table and notes on how BHCC will meet each goal. 3 p.

RG021.06 – Meeting Materials

**Folder 1**



- 2012, July 10. Agenda. Summer 2012 PDS Drive In Workshops Program: Bunker Hill Community College Boston, MA. Includes handwritten notes from the event, a copy of a PowerPoint presentation, and example student survey documents. 50 p.
- 2014, May 7. Document. "BHCC Core Data Standards Task List."
- 2014, May 15. Agenda. Institutional Effectiveness Staff Meeting. Includes a handout on BHCC's organizational model. 2 p.
- 2014, May 22. Agenda. "Core Data Standards Kick-off Meeting." Includes Project Summary, and name of participants in meeting. 4 p.
- 2014, May 27. Agenda. Institutional Effectiveness Staff Meeting. Includes a summer training schedule. 2 p.
- 2014, May 28. Agenda. "Core Data Standards." Includes list of meeting participants. 2 p.
- 2014, June 17. Agenda. Institutional Effectiveness Staff Meeting.
- 2014, June 25. Agenda. "Core Data Standards." 2 p.
- 2014, June 26. Minutes. "Core Data Standards Meeting Minutes."
- 2014, July 8. Agenda. "Core Data Standards." Includes July 7 discussion, and list of meeting participants. 4 p.
- 2014, July 18. Agenda. "Core Data Standards" Includes list of meeting participants. 2 p.
- 2014, July 24. Presentation. "Annual Unit Plan Next Steps: Measure my Measures." Summer 2014 Sessions for Student Services & Administrative Units Focusing on Area Indicators. Office of Institutional Effectiveness. 8 p. 2 copies.
- 2014, July 29. Agenda. Institutional Effectiveness Staff Meeting.
- 2014, August 5. Agenda. "Core Data Standards." Includes list of meeting participants. 2 p.
- 2014, October 10. Agenda. "Core Data Standards."
- 2014, November. Agenda. IE Staff Meeting Agenda.
- 2015, March 24. Agenda. "Core Data Standards"
- 2015, December 15. Agenda. "Institutional Data Standards." 2 p.
- 2016, Fall. Document. "Bunker Hill Community College Office of Institutional Effectiveness Research and Reporting Systems." Includes a training schedule for these systems on Professional Development Day 2016. 4 p.
- 2017, October 18. Agenda. Weekly Update Meeting.
- 2017, October 26. Agenda. Weekly Update Meeting.

## **Folder 2**

- 2017, November 16. Agenda. Grants/Institutional Effectiveness Monthly Meeting. Includes these documents:

- 2017, November 13. Email. From: Nancy Angoff. To: Amy E. Boudreau. Re: Programs of Study for NTBG Survey Panel. Includes a thread of previous emails. 3 p.
- 2017, November 16. Email. From: Office of Institutional Research. To: Amy E. Boudreau. Re: How did you choose your major?
- N.D. Document. "2017-2018 Programs of Study."
- 2018, May 1. Agenda. Institutional Effectiveness Departmental Meeting. 2 copies.
- 2018, June 11. Agenda. Institutional Effectiveness Departmental Meeting.
- 2018, July 9. Agenda. Institutional Effectiveness Department Meeting.
- 2018, September 10. Agenda. Institutional Effectiveness Department Meeting.
- 2018, September 24. Agenda. Institutional Effectiveness Department Meeting.
- 2018, October 1. Agenda. Institutional Effectiveness Department Meeting.
- 2018, October 15. Agenda. Institutional Effectiveness Department Meeting.
- 2018, October 15. Agenda. Grants/Institutional Effectiveness Meeting.
- 2018, November 26. Agenda. Institutional Effectiveness Department Meeting.
- 2018, December 10. Agenda. Institutional Effectiveness Department Meeting.
- 2019. Presentation. "Practicing equity: Increasing retention, graduation and transfer by providing basic needs to level the playing field for community college students." Boudreau, Amy and Roth, Marilyn. Includes handouts with figures and additional data. 12 p. 2 copies of one handout.
- 2019, January 10. Agenda. Institutional Effectiveness Team Retreat.
- 2019, February 4. Agenda. Institutional Effectiveness Department Meeting.
- 2019, June 27-28. Agenda. Institutional Effectiveness Retreat Agenda. Includes narratives, infographics, and training materials. 46 p.
- 2019, September 4. Agenda. Institutional Effectiveness Office Meeting.

### **Folder 3**

- N.D. [c. August 5, 2014]. Document. Notes regarding Core Data Standard meetings. 3 p.
- N.D. Agenda. Team Lead Status Updates and upcoming Schedule.
- N.D. Document. "Institutional Data Administration Custodians and Owners." 3 p.
- N.D. Agenda. Lists timelines for Institutional Effectiveness projects and meetings.
- N.D. Agenda. Enrollment Subcommittee: Activities that Influence Enrollment. Includes a draft of "Strategic Enrollment Management Plan." 6 p.
- N.D. Agenda. Enrollment Subcommittee: Activities that Influence Enrollment. 4 p.
- N.D. Blank worksheet for an activity during a meeting? First page has title 'Enrollment Funnel.' 6 p.
- N.D. PowerPoint Presentation. "BHCC Data on Trio Talent Search Class of 2013." 18 p.

- N.D. PowerPoint Presentation. "Transitioning to Community College." Handine Jean-Marie, TRIO Talent Search. 22 p.

#### RG021.07 – Rideshare Program

##### **Folder 1: Rideshare Program**

- 2001, July 1. Document. "2001 Rideshare Program Base Report – Educational Facilities." Includes data from BHCC. 8 p.
- 2001, September 18. Letter. From: DEP. From: Fred Civian. To: Mary L. Fifield. Re: The Massachusetts Rideshare Program and your responsibility to complete the enclosed 2001 Rideshare Program Base Report – Educational Facilities for 250 NEW RUTHERFORD AVE, BOSTON. 2 p.
- 2002, February 7. From: President Fifield. To: Molly Ambrose and Emily Dibble. Re: Rideshare Survey.
- 2002, February 8. Email. From: Emily Dibble. To: Linda King. Re: Meeting. Includes an email thread about the Rideshare survey results. 2 p.
- 2002, March 29. Fax. From: Emily Dibble. To: Cynthia Frene, TransAction Associates Inc. Re: Parking Lot Count Data. Includes data sheets. 4 p.
- 2002, April 2. Letter. From: Mary L. Fifield. To: Gail Costelas. Re: Revised 2001 Rideshare Program Base Report.
- 2002, May 21. Fax. From: Emily Dibble. To: Cynthia Frene, TransAction Associates Inc. Re: Parking Lot Count Data. Includes data sheets. 11 p.
- 2002, June 10. Letter. From: Cindy Frene. To: Gail Costelas. Re: Revised 2001 Rideshare Report – Bunker Hill Community College. Includes a copy of the report. 10 pages.
- 2004, Fall. Document. "2004 Rideshare Program Update Report." Includes data from BHCC. 8 p.
- 2005, December 15. Document. "2005 Rideshare Program Update Report (Short Form)." Includes data from BHCC. 4 p.
- 2007, April 27. Letter. From: DEP. To: Mark McGuire. Re: Recommendations for Service Improvements.
- 2007, May 30. Letter. From: Kevin M. McGuire. To: Mary L. Fifield. Re: Response to Recommendations for Service Improvements.
- 2009, December 21. Report. "2009 Rideshare Regulation Update Report." Submitted to the Massachusetts Department of Environmental Protection, Bureau of Waste Prevention Rideshare Program. TransAction Associates Inc. on behalf of Bunker Hill Community College. Includes a completed form, supporting documentation, and the transit negotiation letter. 12 p.
- 2010, February 8. Document. Includes information on Rideshare reporting and BHCC's partnership in the data collection process, TransAction Associates.

- 2010, December 15. Report. "Bunker Hill Community College 2010 Rideshare Regulation Update Report." Submitted to The Massachusetts Department of Environmental Protection. Prepared by TransAction Associates, Inc for Bunker Hill Community College. 71 p.
- 2011/2012, January 4. Letter. From: Jonathan R. Davis. To: Emily Dibble. Re: Rideshare Survey Requests for Additional Service. There are two different years that appear as dates, so both are listed here.
- 2011, December 22. Letter. From: Rob Tassinari. To: Gail Costelas, Massachusetts Department of Environmental Protection. Re: Rideshare Program Update Report – 2011 Short Form: Bunker Hill Community College. Includes a copy of the report and a request for service improvements letter. 16 p.
- 2012, December 20. Letter. From: Emily Dibble. To: Beverly A. Scott. Re: Recommendations for Service Improvements.
- 2013, January 8. Letter. From: Beverly Scott. To: Emily Dibble. Re: Recommendations for Service Improvements Response.
- 2013, June 3. Email. From: Mary L. Fifield. To: Emily Dibble. Re: FW: BUNKER HILL COMMUNITY COLLEGE located at 250 NEW RUTHERFORD AVE. in Boston and Compliance with Massachusetts Rideshare Regulation 310 CMR 7.16. Includes the forwarded email from Richard Blanchet (DEP) to Mary Fifield.
- 2013, November 7. Email. From: Emily Dibble. To: Helpdesk. Re: Data Request for Dept of Environmental Protection Rideshare Survey (Short Form). Includes an email from the HelpRequest system to Sofya Mitelman, the person who was assigned the ticket. 2 p.
- 2013, December 13. Letter. From: Greg Strangeways. To: Emily Dibble. Re: Rideshare Survey Requests for Additional Service.
- 2014, November. Memo. From: David J. Leavitt. To: BHCC Faculty. Re: Transportation Survey in Classes.
- 2016, March 4. Letter. From: Frank DePaola. To: David Leavitt. Re: Rideshare Survey Requests for Additional Service.
- 2017. Report. "Rideshare Program Update Report (Short Form)." Includes commuter data. 4 p.
- 2018. Report. "Rideshare Program Update Report (Long Form)." Includes commuter data. 9 p.

#### **Bound Rideshare Reports**

- 2001, December 31. Report. "2001 Rideshare Program Base Report." Submitted to the Massachusetts Department of Environmental Protection, Bureau of Waste Prevention, Rideshare Program. Prepared by TransAction Associates, Inc. on behalf of Bunker Hill Community College. 51 p.

- 2004, November 14. Report. "2004 Rideshare Program Update Report." Submitted to the Massachusetts Department of Environmental Protection, Bureau of Waste Prevention, Rideshare Program. Prepared by TransAction Associates, Inc. on behalf of Bunker Hill Community College. 43 p.
- 2007, April 27. Report. "2006 Rideshare Regulation Update Report." Submitted to the Massachusetts Department of Environmental Protection, Bureau of Waste Prevention, Rideshare Program. Prepared by TransAction Associates, Inc. on behalf of Bunker Hill Community College. 55 p.
- 2007, December 21. Report. "2007 Rideshare Regulation Update Report." Submitted to the Massachusetts Department of Environmental Protection, Bureau of Waste Prevention, Rideshare Program. Prepared by TransAction Associates, Inc. on behalf of Bunker Hill Community College. 8 p.
- 2009, January 23. Report. "2008 Rideshare Regulation Update Report." Submitted to the Massachusetts Department of Environmental Protection, Bureau of Waste Prevention, Rideshare Program. Prepared by TransAction Associates, Inc. on behalf of Bunker Hill Community College. 76 p.

#### RG021.08 – HEIRS Discrepancy and Data Verification System

- 2016, February 12. Data. "End of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator and a verification page. 2 p.
- 2016, May 2. Data. "Start of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.
- 2016, June 23. Data. "End of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.
- 2016, October 6. Data. "Annual Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 4 p.
- 2016, October 14. Data. "Degrees Conferred Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 2 p.
- 2016, October 14. Data. "Degrees Conferred Summary by Program Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 3 p.
- 2016, October 17. Data. "End of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.

- 2016, October 31. Data. "GPSTEM Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes GPSTEM Program Comparison Report. 3 p.
- 2016, December 14. Data. "Term Enrollment Summary by Program Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 6 p.
- 2016, December 14. Data. "Term Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 3 p.
- 2017, February 6. Data. "End of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.
- 2017, April 3. Data. "Start of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.
- 2017, June 23. Data. "End of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.
- 2017, September 6. Data. "Annual Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 3 p.
- 2017, September 12. Data. "Start of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.
- 2017, October 5. Data. "End of Term Dual Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Gretchen Lahey, Dual Enrollment Coordinator.
- 2017, October 17. Data. "Degrees Conferred Summary by Program Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 3 p.
- 2017, October 17. Data. "Degrees Conferred Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President.
- 2017, December 21. Data. "Term Enrollment Summary by Program Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 6 p.
- 2017, December 21. Data. "Term Enrollment Summary Report." Generated by HEIRS Discrepancy and Data Verification System. Includes the signature of Pam Y. Eddinger, President. 3 p.

#### RG021.09 – Taskstream

- c. 2015. Document. “Taskstream Set Up Items: Pre-Implementation Planning.” Includes a table of tasks and their corresponding materials, contacts for review, and deadlines.
- 2015, July 31. Memo. From: Trudy Milburn, Ph.D., Director, Campus Solutions. To: Karalynn B. Gau, M.S., C.A.G.S., Associate Director, Institutional Effectiveness. Re: Updated Price Proposal. Includes a table with the rates for different technologies and services.
- N.D. Letter. From: Aitken Thompson, Chief Operating Officer. To: Ms. Gau and Ms. Roth. Re: BHCC Licensing in Taskstream. Includes signature portion under the letter.

#### RG021.10 – Institutional Surveys

- 1997, November 3. Letter. From: David Pierce, American Association of Community Colleges. To: Mary Fifield. Re: Assessment Practices Survey. Includes a few pages from the survey. 5 p.
- c. 2009, Fall. Survey. “2009 Fall Enrollment Survey American Association of Community Colleges.” 4 p.
- 2009, September 4. Survey. “Bunker Hill Community College Healthcare Training and Employment Demand Projection Survey.” Includes the survey questions and answers for the interview between David Leavitt and New England Baptist. 4 p.
- 2009, October 29. Survey. The summary page of a language course enrollment survey submitted to the Modern Language Association (MLA). Includes an unsent business reply card to MLA.
- 2009-2010. Survey. The survey input pages show data on Bunker Hill Community College for the 2009 academic year. 5 p.
- c. 2016-2017. Survey. “Survey of Humanities in Two-Year Colleges.” Includes the filled-out survey, a page from the 2015-2017 catalog, and an email from Stacey Curran Conway to David Leavitt. 12 p. 2 copies of the survey (second one is 9 p. and typed rather than handwritten).

### **RG022 – College Recognition and Awards**

#### RG 022.01 – Historic Preservation Award, 1998

- 1998, April 13. Letter. To: Mary Fifield. From: William Francis Galvin. Re: Congratulations for the award.
- 1998, May 18. Press release. “Bunker Hill Community College Receives Historic Preservation Award.” 2 Copies.
- N.D. Misc. Information about press release.

- Photograph. Presentation of award with Mary Fifield, Senate President Thomas Birmingham and Anne Hyde.
- Photograph. Presentation of award with Mary Fifield, Senate President Thomas Birmingham, Anne Hyde and Victor Santaniello. 2 Copies.

#### RG022.02 – NCMPR Awards

- 2000, April 18. Press release. “Bunker Hill Community College Catalog Wins National Award.”
- 2003, November. Booklet. “Medallion Award Winners” 2 copies.
- 2003, November. Booklet. “Boston UnCommon Conference” 2 copies.
- 2003, November. “Boston UnCommon Registrants by College”
- 2003, November. “2003 NCMPR Medallion Awards Judging form. Category: College” Viewbook B
- 2003, November. “2003 NCMPR Medallion Awards Judging form. Category Wild Card.”
- 2002, January 15. Booklet. “Transforming Bunker Hill Community College.” (submitted for judgement in 2003).
- 2002, April 12. Booklet. “Teaching and Learning about the Middle East.” (submitted for judgement in 2003).
- 2002, July 27. BHCC advertisement (submitted for judgement in 2003).

#### RG022.03 – Charles Kennedy Equity Award, 2003

- 2003, July 16. Email. From: Elizabeth Henkin. To: BHCC. Re: “Charles Kennedy Equity Award.”
- 2003, September 8. Press release. “Bunker Hill Community College earns the Charles Kennedy Equity Award.”
- 2003, September 18. Newspaper article. “Bunker Hill Community College earns the Charles Kennedy Equity Award.” Chelsea Record.
- 2003, September 18. Newspaper article. Photograph of BHCC staff for Charles Kennedy Equity Award. Bay State Banner.
- 2003, September 19. Pamphlet. “2003 Annual Association Inaugural Awards Banquet.”
- 2003, Fall. Magazine article. Photograph of Jeanne-Marie Boylan and Mary Fifield receiving award. Trustee Quarterly.
- 2003, Fall. Magazine article. “Bunker Hill Community College Earns the Charles Kennedy Equity Award. International Visitors. 1 copy.
- 2003, Fall. Magazine article. “Bunker Hill Community College Earns the Charles Kennedy Equity Award.” International News.



- 2003, October 3. Newspaper clipping. Charles Kennedy Equity Award ad from The Chronicle of Higher Education. 2 copies.
- 2004, March 8. Magazine article. "Winning the Battle of Bunker Hill." Hispanic Outlook. 2 copies.
- 2004, July 19. Explanation of award, and billboards highlighting award.
- N.D. "Charles Kennedy Equity Award." Explanation of the award and how BHCC accomplished it.
- N.D. Photograph of billboard. "Congratulations Bunker Hill Community College." 2 copies.
- N.D. Photograph of billboard. "Congratulations Bunker Hill Community College." 2 copies. (different from photograph listed above)
- N.D. Press release. "Congratulations to Bunker Hill Community College."
- N.D. List. "ACCT Award Publicity."
- N.D. A comprehensive list of exactly what media outlets they would like to publicize receiving the award and what the cost of publicity in each media outlet would be.
- N.D. Explanation of criteria for winning Charles Kennedy Equity Award.
- N.D. Award advertisement. Draft (intended for newspaper).
- N.D. Award advertisement (intended for newspaper).

#### RG022.04 – NISOD Awards

- 2001, March 23. Letter. From Donna Tambascio. To: Alba Peña. Re: Add a full page advertisement to NISOD awards booklet.
- 2001, May 30. Awards Booklet. "A Celebration of Excellence."
- 2003, January 27. Letters. From: Mary Fifield. Re: Congratulations on selection as NISOD awardee.
- To: Sharon Caulfield
- To: Theodore Rideout.
- To: Mary Lee Marra.
- To: Michael McDonough.
- 2003, January 31. Letter. To: Mary Fifield. From: Margot Perez-Greene Director of NISOD. Re: 50 word statement and photo for awards booklet.
- 2003, March 3. "Instructions for the NISOD Excellence Awards Video."

#### RG022.05 – Misc. Awards

- N.D. Letter. From: "Cookie." To: Fellow Members of the Charlestown Appreciation Awards Committee. RE: BHCC 1998 Business Award nomination. 2 copies.
- 1998, April 6. "Bunker Hill Community College to Receive Prestigious Award."

- 1998, May 7. Newspaper article. "Recipients Honored At Community Appreciation Awards Banquet." Charlestown Patriot.
- 1998. "Celebrating Twenty-Five Years of Learning 21st Century Thinking." Charlestown Community Appreciation Awards.
- 1998, September 10. Press release. "Bunker Hill community College Receives Prestigious Boston Foundation Award." 2 copies.
- 2000, April 18. Press release. "BHCC Receives International Intercultural Achievement Award."

**\*DELETED AND UPDATED OLD R022 SECTION**

**RG023 – Student Learning Outcome Assessment Program (S.L.O.A.P.)**

**Box 1**

**RG023.01 – Initial Information and Presentations**

**Folder 1**

- 1975. "Learning is for Everyone or The Decline and Fall of the Bell-Shaped Curve." Alan Gleiner, Media Specialist and Renate Lepehne, Instructional designer.
- 2003. "Guidelines for Conducting Academic Program Reviews." Bunker Hill Community College Office of Academic and Student Affairs. 2 copies 12 p.
- 2003 September – 2004 May. "Student Learning Outcomes Assessment Program Interim Report." Boulware, Richard.
- 2003, October 2. "Community College Leadership Academy." Boulware, Richard. (2 copies)

**Folder 2**

- 2003, October. "Bunker Hill Community College Fall 2003 Student Profile." Dibble, Emily Ph.D.
- 2004, January 13. PowerPoint Presentation. "Student Learning Outcome Assessment Project." Boulware, Richard. 2 Copies.
- 2011, December 2. PowerPoint Presentation. "Gen ED Summit V."
- 2012, May. "Bunker Hill Community College Student Learning Outcomes Assessment Project Critical Thinking Assessment Using BHCC & LEAP Rubrics Sample Description Summary." 17 p.

- N.D. PowerPoint Presentation. "S.L.O.A.P. Explanation." 2 Copies.
- N.D. PowerPoint Presentation. "Learning Outcomes Assessment." Boulware, Richard. 2 Copies.
- N.D. PowerPoint Presentation. "Something about C.A.T.S"
- N.D. Document. "Bunker Hill Community College General Education Student Learning Outcomes Alignment with LEAP Outcomes." 6 p.
- N.D. Document. "SLOAP Projects Approved for Funding 2010-2014 Academic Years." Includes tables of the projects and their budgets. 5 p.

#### RG023.02 – S.L.O.A.P Departmental Implementation

##### 023.02.01 – General Education

- 2004, February 10. Email. From: General Education Implementation Committee. To: Curriculum Committee. Re: Chronology of General Education Review and Renewal. 2 copies.
- 2004, February 19. Overviews of Proposed Courses to be Included in General Education Menu Area 1: College Writing.
- 2004, February 19. Overviews of Proposed Courses to be Included in General Education Menu Area 2: Individual and Society.
- 2004, February 19. Overviews of Proposed Courses to be Included in General Education Menu Area 3: World View.
- 2004, February 19. Overviews of Proposed Courses to be Included in General Education Menu Area 4: Quantitative Thought.

##### 023.02.02 – Early Childhood Development, Education, and Human Services Department

- 2002, Spring. "The Early Childhood Development Program: Incorporating Program Competencies into Program Curricula." Lindamood, Judy B.
- 2004, Fall. "The Human Services Program: Incorporating Program Competencies into Program Curricula." Lindamood, Judy B.
- 2005, SEPTEMBER 23. BINDER. "STUDENT OUTCOMES ASSESSMENT: ADJUNCT RESPONSIBILITIES AS FACULTY IN EARLY CHILDHOOD AND HUMAN SERVICE: AN ADJUNCT FACULTY WORKSHOP FOR EARLY CHILDHOOD AND HUMAN SERVICES."
- c. 2012-2013. Document. "Self-Study Report: Table of Contents." This document is only the table of contents, not the entire report. 3 p.
- N.D. Minutes(?). "SLOAP Proposal and Plan for Working Group in Department of Early Childhood, Education and Human Services."

##### 023.02.03 – Business Administration Department

### **Folder 1**

- N.D. "Undergraduate Business Administration General Competencies."
- 2003, October 27. Email. From: Kalimah Nur. To: Department of Business Administration Faculty. Re: Department of Business Administrations Course Competency Index
- 2003, November 23. "Business Administration Program-Based Objectives." Nur, Kalimah. 2 copies, one with proposal and glossary.
- 2004, March 18. Framework for ACC 105 (framework for all classes includes Module, Content, Learner Outcomes, Competencies, Performance Indicators, and Employability Skills).
- 2004, April 13. "Business Administration Student Learning Outcomes Assessment Program Preliminary Proposal Sheet"
- 2004, July 11. Email. From: Kalimah Nur. To: Department of Business Administration Accounting Faculty. Re: Professional development workshop.
- N.D. Background Business Administration.
- N.D. Business Administration Department Program Review. Draft.
- N.D. Course Syllabi for MAN 112. Nur, Kalimah.
- N.D. Achievement Standards and Performance Expectations.
- N.D. Department of Business Administrations Courses Competency Index.

### **Folder 2**

- 2004, March 18. Framework for ACC 105 – Peachtree Accounting. (2 copies)
- 2004, April 3. Framework for ACC 111 – Investments (2 copies)
- 2004, June 09. Framework for ECO 202 – Microeconomics (2 copies)
- 2004, June 09. Framework for ECO 201 – Macroeconomics
- 2004, June 10. Framework for BUS 106 – International Business
- 2004, June 14. Framework for MAN 106 – International Marketing
- 2004, June 14. Framework for BUS 106 – International Business
- 2004, June 16. Framework for MAN 106 – International Marketing
- 2004, June 21. Framework for MAN 111 – Principles of Management (2 copies)
- 2004, June 27. Framework for MAN 112 – Organizational Behavior/design
- 2004, June 30. Framework for ACC 201 – Intermediate Accounting I
- 2004, June 30. Framework for MAN 112 – Organizational Behavior/design
- 2004, August 24. Framework for MAN 105 – Principles of Marketing
- 2004, August 24. Framework for BUS 101 – Introduction to Business

023.02.04 – Computer Information Technology Department (**Made a separate “box 2” for all LEVEL 2 content i.e. 023.02.04 – 0.23.02.08**)

**Folder 1 – Computer Information Technology Department (1988-2001)**

- 1988, October 4. Memo. From: Jim McCann; Carl Nelson, Co-Chairs of MIS Task Force. To: Dean Assar; Dean Bonah; Dean Chisholm; Dean Craft; Dean Saval; Sheila Beyer; Mon O’Shea. Re: List of Task Force objectives for the development of a five year plan for Management Information Systems (M.I.S.) at BHCC. 3 p. 1 copy.
- 1995, June 2. Report. “Long Range Technology Overview.” 5 p. 1 copy.
- 1995, June 2. Report. “Bunker Hill Community College: Institutional Technology Report.” 89 p (report actually ends at p. 78; the last 11 pages are missing). 1 copy.
- 1997, July 8. Report. “Bunker Hill Community College: Integrated Support System Initiative.” McCann, James. 24 p.
- 2001, January 31. Press Release. “Bunker Hill Community College to offer programs for hundreds of displaced Computer Learning Center students.” 2 p. 2 copies.

**Folder 2 – Computer Information Technology Department (2002-2003)**

- 2002, Spring. Agenda. IDTC: Instructional Design and Technology Workshop Schedule. 2 p. 2 copies.
- C. 2002-2003. Loose paper. These pages include the updated courses and requirements for the CIT department from the college catalog. 6 p.
- 2003, March 7. Email. From: John R. Campton. To: Judith Oleks. Re: Retooling CCNA. 2 p.
- 2003, March 19. Email. From: Cynthia A. Bioteau. To: Judith Oleks. Re: High Schools Articulation. Includes a thread of emails. 2 p.
- 2003, March 19. Email. From: Cynthia A. Bioteau. To: Professor Mike Puopolo. Re: High Schools Articulation. 2 p.
- 2003, March 20. Memo. To: Mike Puopolo and Susan Dole. Re: TLC mini-grant.
- 2003, April 14. Email. From: Debra Boyer. To: Judith Oleks. Re: Fall 2003 Semester.
- 2003, April 16. Document. “Articulation Agreement between Bunker Hill Community College and Charlestown High School.” 3 p.
- 2003, April 17. Email. From: Professor Mike Puopolo. To: Deborah Boisvert. Re: Articulation Meeting. 2 p.

- 2003, May 2. Email. From: Cynthia A. Bioteau. To: Judith Oleks. Re: Articulation Agreement.
- 2003, May 2. Email. From: Professor Mike Puopolo. To: Judith Oleks. Re: DRAFT CISCO Articulation Agreement. Includes an email thread. 4 p.
- 2003, May 3. Email. From: Deborah Boisvert. To: Judith Oleks. Re: Oracle.
- 2003, May 5. Email. From: Professor Mike Puopolo. To: scaulfield@bhcc.mass.edu, jbonanno@bhcc.mass.edu, joleks@bhcc.mass.edu, bsakamoto@bhcc.mass.edu, and sbioteau@bhcc.mass.edu. Re: Attachment. Includes a copy of an articulation agreement. 4 p.
- 2003, May 5. Email. From: Ana Tsakarissianos. To: Judith Oleks. Re: Dept Meeting 5/6/03.
- 2003, May 12. Email. From: Jane Milley. To: Judith Oleks. Re: DRAFT Cisco Articulation Agreement. Includes a thread of emails. 3 p.
- 2003, May 15. Email. From: Jane Milley. To: Mike Puopolo. Re: CIT. 2 p.
- 2003, May 16. Memo. From: Charlie O'Donnell. To: President Fifield. Re: General Academic Computer Lab – Information Technology Needs. 3 p.
- 2003, August 21. Letter. From: Judith Oleks. To: Adjunct Faculty Members. Re: Changes to Computer Programming Technology Department. 3 copies (1 is just the letter, while the other 2 have copies of the college catalog).
- 2003, August 29. Memo. From: Professor Mike Puopolo. To: Judith Oleks. Re: IT Curricula Updating 2003-2004: Cleat State Reloaded. 6 p.
- 2003, September 3. Email. From: Professor Mike Puopolo. To: Mike Reilly. Re: ORACLE Training Spring, 2004. Includes an email thread. 2 p.
- 2003, September 7. Email. From: Professor Mike Puopolo. To: tdriout@bhcc.mass.edu. Re: Department Merger. Includes an additional email and a paper with handwritten notes. 3 p.
- 2003, September 9. Loose paper. Handwritten notes about the Spring 2004 CIT schedule. 2 p.
- 2003, September 15. Email. From: Professor Mike Puopolo. To: VP Milley and Judith Oleks. Re: Reorganization.
- 2003, September 23. Email. From: Professor Mike Puopolo. To: Judith Oleks. Re: SP04 Schedule Template.
- 2003, Fall. Loose paper. "Fall 2003 – CIT Changes – CIT Adjunct Mailing." Includes a list of the adjunct professors for the semester.
- c. 2003-2004. Loose paper. These pages include the updated courses and requirements for the CIT department from the college catalog. 7 p.

### **Folder 3 – Computer Information Technology Department (2004-undated)**

- 2004, October 30. Document. "Student Learning Outcomes Assessment Report." 2 p. 2 copies.
- 2005, December 6. PowerPoint Presentation. "Computer Forensics." Advisory Board Meeting, Criminal Justice Department. 5 p.
- 2005, December 7. Email. From: Mike Puopolo. To: Rick Boulware. Re: CIT Adjunct Professional Development Proposal.
- 2005, December 7. Departmental Proposal for Adjunct Faculty Professional Development. 2 copies.
- 2006, January 28. Proposed Budget CIT Adjunct Training. 2 copies.
- 2006, January 28. Agenda. CIT Department Meeting Agenda.
- 2006, January 28. PowerPoint Presentation. "Computers 101: 'I Already Know it All' ... Ya Right!!! Defining and Effectively Assessing IT Competencies." Puopolo, Michael T.
- 2006, Spring. Booklet. "Digital Computer Forensics at Bunker Hill Community College." 3 p.
- N.D. Document. "Computer Information Technology Department Skills Assessment Manager (SAM) Guidelines." 2 p. 2 copies. (one copy is 4 p because it has web screenshots).
- N.D. Document. "Computer Information Technology Department." Includes multiple documents related to the department, including overviews of skills needed and course syllabi. 55 p.
- N.D. Booklet. "CIT 110 Computer Applications and Concepts." 33 p.
- N.D. Document. "Computer Information Technology Department: Introductory Computer Courses Comparison." 3 p.
- N.D. Booklet. "You can do "IT" at Bunker Hill Community College." 9 p.
- N.D. Pamphlet. "Joint Admissions and the Tuition Advantage Program."
- N.D. Syllabus. "CIT 216 Visual Basic – using VB.NET." 8 p.
- N.D. Syllabus. "CIT 110 Computer Applications & Concepts: Course Outline & Requirements." 8 p.
- N.D. Syllabus. "CIT 105: Computer Applications & Concepts." Puopolo, Michael. 27 p.
- N.D. Document. "Information Technology Core." 50 p.
- N.D. Loose paper. Handwritten notes about the CIT department. 3 p.
- N.D. Document. "University of Massachusetts Boston and Bunker Hill Community College C.I.S. Articulation Agreement." 4 p.
- N.D. Document. "FarSight: A Digital Document Conferencing and Exchange System." 3 p. 2 copies.

#### **Folder 4 – A Clean Slate**

- 2003, Spring. Syllabus. CA1101 Microcomputer Applications (Middlesex Community College). Charlene Emilian. 9 p.
- 2003, Spring. Syllabus. CA1100 Computer Essentials (Middlesex Community College). Charlene Emilian. 5 p.
- 2003, July 7. Email. From: Professor Mike Puopolo. To: Dr. Milley. Re: A Clean Slate Reloaded. 2 p.
- 2003, July 7. Memo. From: Professor Mike Puopolo. To: Vice President Milley. Re: A Clean Slate Reloaded. Includes a copy of a presentation titled “‘A Clean Slate’ Revised IT Curriculum,” an additional memo, two other emails, and a list of the IT Board’s recommendations. 19 p.

#### **Folder 5 – CIT Advisory Board (2003)**

- 2003, April 10. Memo. From: Professor Mike Puopolo. To: Vice President Milley. Re: IT Advisory Board. Includes two other emails and a document with the IT Board’s recommendations. There is a sticky note on the front page with a phone number. 6 p.
- 2003, August 5. Memo. To: Mike Puopolo (?). Re: CIT Advisory Board Members.
- 2003, September 16. Document. “Computer Information Technology Prospective Advisory Board Members.” Includes contact information and biographies for potential board members. 3 p.
- N.D. Document. “Computer Information Technology Recommended IT Advisory Board Recommendations.”

#### **023.02.05 – Foreign Language Department**

- N.D. Outline. “Assessment for Elementary Spanish 1. Chapter 1.” Chiasson, Richard.
- N.D. Outline. “Assessment for Elementary Spanish 1. Chapter 2.” Chiasson, Richard.
- N.D. Outline. “Assessment for Elementary Spanish 1. Chapter 3.” Chiasson, Richard.
- N.D. Outline. “Assessment for Elementary Spanish 1. Chapter 4.” Chiasson, Richard.

#### **023.02.06 – Culinary Arts Department**

- 1996, July 25. Memo. From: Tom Wylie. To: James Ware et al. Re: Inquiry from China. Includes a letter between Zhao Xueyi and Frank M. Falcetta.



- 2002, January 23. Press release. The Culinary Arts Department.
- 2002, January 30. Menu. The Culinary Arts Department.
- 2002, February 27. Menu. The Culinary Arts Department.
- 2004, June. "S.L.O.A.P Assessment, Culinary Arts Program." Barton, Mary Beth W.

#### 023.02.07—ESL Department

- 2003. Draft. "BHCC ESL Department Curriculum." 47 p. 2 copies.
- 2003. Draft. "ESL Writing Recommendations." 8 p.
- 2004, May 10. Email. From: Alessandro G. Massaro. To: Richard W. Boulware. Re: SLOAP Activity for ESL Program.
- 2004, June 25. Document. "SLOAP ESL Activity Proposal, REEP training for BSL and ESL Faculty."
- 2004, December. Document. "Student Learning Outcomes Assessment Program."
- 2004, January 8. Memo. From: Acting ESL Department Chair. To: ESL Department. Re: ESL Department News.
- c. 2012. Data. "REEP Scores: Overview of All Scores for Spring 2012 and Fall 2012 Combined for All Levels."
- c. 2012. Data. "Bunker Hill Community College Fall 2009 ESL Level I, Level II & Level III Cohort Progression Through ENG-112." Includes data from 2009 to 2012. 5 p.

#### 023.02.08 – Behavioral Sciences Department

- N.D. Report. "Strategic plan to review & Assess program and course learning outcomes and expand the integration of life map activities in the behavioral sciences." submitted to sloap. Behavioral sciences department. 2 pages.

#### 023.02.09 – SLOAP Program Summary by Department

- N.D. SLOAP Program Summary – Mathematics & Physics
  - 2004, May 28. Email. From: Joanne Manville. To: Rick Boulware. Re: SLOAP Summary for Math/Physics Department.
  - 2004, May 21. Email. From: Shirley MacKenzie. To: Rick Boulware. Re: SLOAP department meeting, Math and Physics Departments.
- N.D. SLOAP Program Summary – ESL
- N.D. SLOAP Program Summary – Business

- N.D. SLOAP Program Summary – Communication Design
- N.D. SLOAP Program Summary – Criminal Justice
- N.D. SLOAP Program Summary – Computer Information Technology
- N.D. SLOAP Program Summary – Early Childhood Education/Human Services
- N.D. SLOAP Program Summary – English
- N.D. SLOAP Program Summary – Foreign Language
- N.D. SLOAP Program Summary – History & Government
- N.D. SLOAP Program Summary – Hospitality
- N.D. SLOAP Program Summary – Behavioral & Social Science
- N.D. SLOAP Program Summary – Allied Health
- N.D. SLOAP Program Summary – Surgical Technology/Central Processing
- N.D. SLOAP Program Summary – Nursing
- N.D. SLOAP Program Summary – Information Technology for Business
- N.D. SLOAP Program Summary – Science
- N.D. SLOAP Program Summary – Information Management

#### 023.02.10 – Projected SLOAP Projects

- 2014. “Surgical Technology projected SLOAP project 2014.”
- 2014. “Allied Health projected SLOAP project 2014.”
- 2014. “Projected SLOAP project(s): Visual & Media Arts Department.”

#### 023.02.11 - Mathematics Department

N.D. Document. “Part II: Model Guidelines.” 7 p.

2004, May. Program Summary. “Student Learning Outcomes Assessment Program Department/Program Summaries. - Mathematics/Physics” 2 p.

#### RG023.03 – S.L.O.A.P. Writing Assessments

##### 023.03.01 – Writing Assessments Given from Professors to Classes

- 2004, January 20. Email. From: Natalie Oliveri. To: Bunker Hill Faculty. Re: Writing support services for Spring 2004.
- 2004, September. “Cultural Diversity in Health Care, Computer Tech Writing Assessment.” Briggs, Becky.
- 2004, December. “Practice Writing Assignment for Workshop (ESL).” Holdridge, Joanne.
- 2005, December. “Guidelines for Constructing Effective Writing Assignments.” John, Biljana D.
- 2005, Fall. “Sociology 101 Assignment.” Wong, Ray.
- 2005, Fall. “Economics Research Paper.” DiPoli, Joe

- 2006, March. "Homework Assignment, BIO 205." Kadambi.
- 2006, April. "Case Study Assignment, MIG 215." Ragnon, Michelle.
- N.D. "ESL 089 Academic Writing II, Assignment II." Shen, Maisie.
- N.D. "ESL 099 Writing Assignment." Anderson, Lynne
- N.D. "ESL 099 Proposed Week Three Activity." Reyes, Andy. Draft.
- N.D. "Spanish 500 Writing Assignment." Celis, Roger.
- N.D. "Writing Workshop Report." DiPoli, Joe.
- N.D. "HIS 111 Worship Experience Paper." Kukura.
- N.D. "U.S. Government and Pol. Writing Assignment." Feinberg, R.
- N.D. "Psychology 101 Writing Assignment Information – Journal Summary Paper." Piantedori, John J. 2 copies, one with instructor feedback.
- N.D. "Assignment Design and Accompanying Rubric Application Report." Piantedori, John J.
- N.D. "College Writing 112 Assignment." Giargian, Michelle. 2 copies.
- N.D. "English 2150 Final Paper on The Glass Menagerie." Corona.
- N.D. "Writing Assignment Design Workshop Follow-up (CHM 110)." Atkinson, Karen. 2 copies.

#### 023.03.02 – Writing Assessment Outcomes

- 2004, May 4. Misc. Graded Final Paper
- 2004, Summer. "Assessing Student Writing and Critical Thinking: A Pilot Study." Brenner, Joan et al. 14 p. 2 copies.
- N.D. Traits of Writing Across the Curriculum.
- N.D. Scoring Rubric Used to Assess BHCC Writing Outcomes Across the Curriculum.
- N.D. Graded Final Paper. "Gay Marriages."
- N.D. Graded Final Paper. "Universal Doomsday."
- N.D. Graded Final Paper. "White Eyed Trait in Drosophila Melanogaster."

#### RG023.04 – S.L.O.A.P. Professional Development Day

- 2003, October 30. Professional Development Day.
- 2003, October 30. Booklet. "Bunker Hill Community College Professional Development Day: Faculty Work Book." 6 p. 2 copies.
- 2003, October 30. Booklet. "Bunker Hill Community College Professional Development Day: Informational Materials." 5 p.
- 2004, March 30. Professional Development Day.
- 2004, March 30. Agenda. Professional Development Day.

- 2004, March 30. PowerPoint Presentation. "Professional Development Day: Student Learning Outcomes Assessment Program S.L.O.A.P." Professional Development Day. By: SLOAP Taskforce.
- 2004, October 26. Professional Development Day.
- 2004, October 26. Agenda. Professional Development Day Fall 2004.
- 2004, October 26. Document. "Bunker Hill Community College Student Learning Outcomes Assessment Program (SLOAP) Year 2."
- 2014, March 13. Agenda. Professional Development Day. 4 p.
- 2019, October 24. Agenda. SLOAP Taskforce Professional Development Day. Includes handouts from the event. 7 p. 2 copies of Agenda.
- N.D. Agenda. S.L.O.A.P. Professional Development Day. 2 p.
- N.D. Form. "Evaluation for Professional Day Participants."
- N.D. Document. "SLOAP Orientation Program for New Faculty." 2 p. 2 copies.
- N.D. Email. From: Lori Catalozzi. To: BHCC Colleague. Re: Professional Day, Tuesday October 29. Includes a program and sample questions. 2 p.

#### RG023.05 – S.L.O.A.P MAT 090

- 2005, May 18. Letter. From: Shirley A. MacKenzie. To: MAT 090 Summer Adjunct professor. Re: Outlining SLOAP goals.
- 2005, June 1. MAT 090 SLOAP Training Session document.
- 2005, June 1. MAT 090 Exit Tests Computing Center Schedule.
- 2005, June 1. MAT 090 SLOAP Exit Test Participants.
- 2005, June 1. MAT 090 SLOAP Exit Test information.
- N.D. MAT 090 and MAT 095 Pre Test and Exit Test Proposal. 2 copies.
- 2005, October 19. Memo. From: Shirley A. MacKenzie. To: SLOAP Task Force Chairs. Re: Funding for Training MAT 090 Adjunct Faculty. 2 copies.
- 2005, Fall. MAT 090 Exit Test Funding document. 2 copies.

#### RG023.06 – Incentive Program and S.L.O.A.P. Hiring

- 2005, May 5. S.L.O.A.P. Stipend and Hiring Contracts.
- 2006, January 24. Memo. From: Richard W. Boulware. To: Kevin Pallister. Re: SLOAP payments.
- N.D. S.L.O.A.P. Incentive program.
- 2005, March 3. Email. From: Natalie Oliveri. To: Rick Boulware. Re: Proposal for WAC funding to be used for SLOAP summer assessment. 2 copies.
- 2005, February 28. Email. From: Natalie Oliveri. To: Rick Boulware. Re: WAC Mission Statement and involved staff. 2 copies.

- 2005, March 24. Memo. From: Natalie Oliveri. To: BHCC Faculty. Re: WAC stipends for faculty participation in writing assessment.
- 2005, February 28. Email. From: Natalie Oliveri. To: "facgroup@bhcc.mass.edu." Re: Second request for faculty help with SLOAP summer assessment project.
- N.D. Report. Compiled observations following summer 2005 Writing Assessment Group SLOAP project.

#### RG023.07 – SLOAP Committees and Communications

- 2002, September 5. Memo. From: Jane Milley. Re: Information about TLC.
- 2003, September 22. Memo. From: Kalimah Nur. To: CARs and CATs Committee.
- 2003, December 4. S.L.O.A.P. Agenda. Taskforce meeting.
- 2004, February 3. Letter. From: Robert C. Froh, Associate Director for Assessment. To: Dr. Mary L. Fifield. Re: Requesting Fifth-year interim report.
- 2004, March, 25. Announcement. CATs and CoLTs Conference.
- 2005, February 13. Memo. From: Richard Boulware. To: All BHCC Full Time Faculty. Re: the SLOAP report. 2 copies.
- 2006. Loose paper. "SLOAP Task Force Members." 1 page.
- 2011, February 10. Minutes. SLOAP Task Force Committee.
- 2011, February 24. Agenda. SLOAP Task Force Committee.
- 2011, March 10. Minutes. SLOAP Task Force Committee.
- 2011, March 10. Agenda. SLOAP Task Force Committee. Includes data tables, 'SLOAP Proposal Request for Funding' forms, minutes, and an email.
- 2011, March 31. Agenda. SLOAP Task Force Committee.
- 2011, September 13. Minutes. SLOAP Task Force Committee.
- 2011, September 22. Agenda. SLOAP Task Force Committee. Includes data tables.
- 2011, October 27. Agenda. SLOAP Task Force Committee.
- 2011, October 27. Minutes. SLOAP Task Force Committee.
- 2011, December 8. Agenda. SLOAP Task Force Committee.
- 2012, February 23. Agenda. SLOAP Task Force Committee. Includes 'AMCOA Call for Proposals' on back.
- 2012, March 29. Agenda. SLOAP Task Force Committee.
- 2013, February 14. Agenda. SLOAP Task Force Committee.
- 2013, September 26. Agenda. SLOAP Task Force Committee. Includes tables of data.
- 2013, October 24. Agenda. SLOAP Task Force Committee.
- 2014, March 13. Agenda. SLOAP Professional Development Program.
- 2014, April 10. Agenda. SLOAP Task Force Committee.
- 2014, April 24. Agenda. SLOAP Task Force Committee.

- 2014, October 9. Agenda. SLOAP Task Force Committee. Includes a handout on assessment strategies and a document on statewide guidelines around assessment. 5 p.
- 2015, March 12. Agenda. SLOAP Task Force Committee.
- 2015, March 26. Agenda. SLOAP Task Force Committee.
- 2015, September 24. Agenda. SLOAP Task Force Committee.
- 2015, October 22. Agenda. SLOAP Task Force Committee.
- 2015, November 12. Minutes. SLOAP Task Force Committee.
- 2015, December 10. Agenda. SLOAP Task Force Committee.
- c. 2015-2016. Document. "SLOAP Committee Assignments and Duties." Includes the committee's goals for the Fall 2015 and Spring 2016 semesters and the SLOAP liaisons for each department. 2 p.
- 2016, February 11. Agenda. SLOAP Task Force Committee. Includes a draft planning document. 5 p.
- 2016, October 12. Document. "Bunker Hill Community College Performing Arts Department." This document includes the program outcomes and course offerings for the music department, and it was presented at the October 13, 2016, SLOAP Task Force meeting. 2 p.
- 2016, October 13. Agenda. SLOAP Task Force Committee. 2 pages.
- 2016, December 8. Agenda. SLOAP Task Force Committee.
- 2017, October 26. Agenda. SLOAP Taskforce. Includes a copy of guidelines for assessment and revision. 2 p.
- 2017, November 9. Agenda. SLOAP Taskforce. Includes two SLOAP proposals that were reviewed during the meeting. 8 p.
- 2017, September. Proposal. "'SLOAP 2020' Key Changes." SLOAP Taskforce. Includes a summary of the project, a timeline, and budget and membership tables. 10 p.
- 2018, February 8. Agenda. SLOAP. Includes a list of key changes to SLOAP on the back of the agenda. 2 p.
- 2018, April 12. Agenda. SLOAP Full Taskforce Meeting. Includes two SLOAP proposals that were reviewed during the meeting. 8 p.
- 2018, April 26. Agenda. Unit Assessment Subcommittee Agenda. 1 page.
- 2018, May. Document. "Assessment and Revision Projects Evaluation Questions." SLOAP Taskforce.
- 2019, March 12. Agenda. SLOAP Taskforce.
- N.D. Form. "BHCC SLOAP Taskforce Professional Development Request Forms." A blank copy of the form. 2 p.

- 2011, Spring. Form. "SLOAP Proposal Request for Funding." From: Bryan D. Craven (Computer Media Technology). To: SLOAP. 2 p.
- 2011, February 24. Form. "SLOAP Proposal Request for Funding." From: Cindy Fong (ESL). To: SLOAP. 1 p.
- 2011, Fall. Form. "SLOAP Proposal Request for Funding." From: Michael D'Entremont and Michelle Schweitzer (ESL). To: SLOAP. 2 p.
- 2012, February 2. Form. "SLOAP Proposal Request for Funding." From: Becky Briggs (Office and Information Mgmt). To: SLOAP. 1 p.
- 2013, September 26. Form. "SLOAP Proposal Request for Funding for LEAP Essential Learning Outcomes Assessment Project." From: Aurora Bautista; Robert Whitman (Learning Community Faculty Team). To: SLOAP. 1 p.
- 2013, December 12. Form. "SLOAP Proposal Request for Funding (2013-2014)." From: John Jean (Mathematics). To: SLOAP. 2 p.
- c. 2014-2015. Form. "SLOAP Proposal Request for Funding (2014-2015)." From: John Jean (Mathematics). To: SLOAP. 2 p.
- c. 2015-2016. Form. "Department Request for Continuation of SLOAP Project from Previous Semester/Year." From: Department of Early Childhood, Education, and Human Services. To: SLOAP. 3 p.
- 2017, April. Form. "SLOAP Proposal – Music 171: Introduction to Music Technology 2018-2019 Course Assessment Proposal." From: Mark Popeney (Performing Arts). To: SLOAP. 2 p.
- c. 2018. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Meghan Callaghan (Office of Community Engagement). To: SLOAP. Includes a handout on student development outcomes (SDOs). 4 p (proposal) and 6 p (handout).
- N.D. Form. "SLOAP Proposal Request for Funding." From: Richard Chiasson (Foreign Languages). To: SLOAP. 1 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Tony Fontes (Business Administration). To: SLOAP. 3 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Natalie Oliveri (Writing Across the Curriculum). To: SLOAP. Includes two pages of handwritten notes and "Notes from Monday, December 12, 2011: SLOAP/LEAP Rubrics Longitudinal Assessment Project." 5 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Richard Boulware (Legal Studies & Public Safety (Criminal Justice)). To: SLOAP. 3 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Richard Boulware (Legal Studies & Public Safety (Paralegal Studies)). To: SLOAP. 2 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Maria Puente and Aurora Bautista. To: SLOAP. 2 p.

- N.D. Form. "SLOAP Proposal Request for Funding." From: Maria Puente (Behavioral Science). To: SLOAP. 2 p. 2 copies.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Tim McLaughlin (English). To: SLOAP. 1 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Deborah Latina; Ellen Schwab (Allied Health Certificate Programs). To: SLOAP. 1 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Tony Fontes (Business Administration). To: SLOAP. 2 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Jefferson Fernandes; Michael Puopolo (Computer Information Technology). To: SLOAP. 3 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Natalie Oliveri (Cross-Curricular). To: SLOAP. Document is marked with handwritten notes. 2 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Natalie Oliveri (Cross-Departmental). To: SLOAP. Document is marked with handwritten notes. 2 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Michael D'Entremont; Michelle Schweitzer (English Language Learning). To: SLOAP. 1 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Lauren Maguire (Hospitality). To: SLOAP. 1 p. 2 copies; slight differences in formatting.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Kenneth S. Paulson (History and Social Sciences). To: SLOAP. 1 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Libby Dunphy (Biology and Chemistry). To: SLOAP. 3 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Lindsay Naggie and Elizabeth Seabury (ESL). To: SLOAP. 2 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Judy Lindamood (Early Childhood, Education, and Human Services). To: SLOAP. 3 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Judy Lindamood (Early Childhood, Education, and Human Services). To: SLOAP. 5 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Mike D'Entremont and Michelle Schweitzer (ESL). To: SLOAP. 2 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Christine Seibert and Erin Peterson (Medical Imaging). To: SLOAP. Includes chart. 3 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Michelle Schweitzer, Jac-Lynn Stark, Lindsay Naggie, Ashley Paul, and Michael D'Entremont (ESL/ENG). To: SLOAP. 3 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Monica Poole (History and Social Sciences). To: SLOAP. 6 p.



- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." Blank copy. 2 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Meghan Callaghan (Office of Community Engagement). To: SLOAP. 4 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Meghan Callaghan (Office of Community Engagement). To: SLOAP. 2 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Isaias Sarmiento and Swati Kelkar (Mathematics). To: SLOAP. 3 p.
- N.D. Form. "SLOAP Proposal and Plan for Working Group in Department of Legal Studies & Public Safety." From: Department of Legal Studies & Public Safety. To: SLOAP. 2 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Greg Mullin (Department of Behavioral Sciences). To: SLOAP. 2 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Professional Development Sub-Committee. To: SLOAP. 2 p.
- N.D. Form. "Outcomes Assessment and Revision." From: Laura Barrett (English). To: SLOAP. 2 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Yong Chen (Visual and Media Arts). To: SLOAP. 3 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Sheila Muller (Business Administration). To: SLOAP. 5 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Greg Mullin (Behavioral Sciences). To: SLOAP. 3 p.
- N.D. Form. "BHCC SLOAP Taskforce Proposal Guidelines Outcomes Assessment and Revision." From: Greg Mullin (Behavioral Sciences). To: SLOAP. 4 p.
- N.D. Form. "SLOAP Proposal Request for Funding." From: Natalie Oliveri (Cross-Curricular). To: SLOAP. 2 p.
- N.D. Form. "BHCC SLOAP Taskforce Professional Development Request Forms." From: Aurora Bautista (SLOAP PD Subcommittee). To: SLOAP. 2 p.

RG023.08 – S.L.O.A.P. Final Program Assessments

**Folder 1**

- N.D. Report. SLOAP part 1 Key Events and comments with MACER memo and report (original memo dated September 23, 2003). 5 p.
- N.D. Report. SLOAP part 2 Key Events and comments (memo dated October 23, 2003). Includes agendas for smaller group activities (?). 10 p.
- 2003, October 30. Program. Professional Development Day Informational Materials. 5 p.
- 2003, October 30. Program. Professional Development Day Faculty Workbook. 6 p.
- 2003, October 30. PowerPoint Presentation. "Assessment Focused on Outcomes and Inquiry." Professional Development Day: Student Learning Outcomes Assessment. Froh, Robert. 6 p.
- N.D. (documents included from December 4, 2003). Agenda. SLOAP Part 3 key events and comments, includes Student Learning Outcome Assessment Program Taskforce December 4, 2003 meeting notes and materials. 9 p.
- N.D (Materials originally from January 13, 2004). PowerPoint Presentation. SLOAP part 4 Key Events and Comments, includes PowerPoint Presentation for January strategic Planning Day. 16 p.
- 2004, January 16. Memo. From: Boulware, Richard. To: President Fifield, Vice President Milley. RE: Student Learning Outcome Assessment Project. 2p.
- 2004, February 13. Report. Community College Leadership Academy: The January Project. Submitted to President Mary L. Fifield. Boulware, Richard W. 10 p.
- 2004, March 5. Email. To: Kevin Finnigan et al. From: Richard Boulware. Re: Update and review of 3/4 meeting. 1 p.
- N.D. (Memo dated March 22, 2004). Report. SLOAP timeline part 5 Key Events and Comments includes Memo with Departmental Survey of Assessment. 6 p.
- 2004, March 30. PowerPoint presentation. "Professional Development Day." Student Learning Outcomes Assessment Program; 'The Taskforce.' 15 p.

## **Folder 2**

- 2004, March. Report. "Literature review on student learning outcomes assessment." Submitted to: The Community College Leadership Academy and Bunker Hill Community College. By Richard W. Boulware. Includes two pages of something unknown. 15 p.
- 2004, April 27. Memo. From: Richard Boulware. To: Department and Program chairs. RE SLOAP Program Summaries. Includes prior email from Richard Boulware about requests for information and how to open up the Student Learning Outcome template with a filled out example and blank template included. 12 p.
- 2005, July 18. Letter. From: Judy B. Lindamood. To: Richard Boulware. Re: SLOAP Summer Proposal Projects [Dept. Of Early Childhood, Education, & Human Services]. 1 p.

- 2015, May. Report. "Outcome Report SLOAP Project." Submitted to SLOAP. Medical Imaging Department. Includes the funding form, course documents/rubrics, and a related article. 15 p.
- 2018, Spring. Report. "PSY 101 Outcome Assessment Report." Submitted to SLOAP. Mullin, Greg (Behavioral Sciences). Includes tables and a graph. 4 p.
- N.D. "S.L.O.A.P. Incentive Program." Explains that there are funds available for faculty to take part in assessment program. 7 p.
- N.D. Program. SLOAP Professional Day. 2 p.
- N.D. Program. "Professional Development Day: Student Learning Outcome Assessment: Breakout Sessions." 3 p.
- N.D. Program. "Professional Development Day Spring 2004: Revised SLOAP Workshops." 1 p.
- N.D. PowerPoint presentation. "Student Outcomes and Assessment Outcomes Generation Tool." 9 p.
- N.D. Narrative about SLOAP participation across all programs. Includes a table specifying what individual programs are doing to participate in SLOAP. 2 p.
- N.D. (c. May 2004?). Agenda. SLOAP Part 7 Key Events & Comments. Includes budget information, summary of proposals, and a table of participating faculty members. 11 p.
- N.D. (c. May 2004?). A template to notify people about proposal approvals. 1 page.
- N.D. Survey. SLOAP Assessment Survey. 3 p.
- N.D. Form for faculty(?) to complete in partial fulfillment of NEASC accreditation. 3 p.
- N.D. (2003-2004). "Criminal Justice Department: Student Learning Outcomes Assessment." 2 copies. 4 p.
- N.D. "SLOAP outcomes and assessments: template users as of 9/21/04." 2 p.
- N.D. "IV. Program assessment summaries." 3 p.
- N.D. (c. 2004-2005?) Report. "Department of early childhood, education & human services: Report #1: Data collection and analyses of student outcomes." Includes Report #2: Adjunct meeting around SLOAP.
- N.D. "V. Conclusion." 5 p.
- N.D. Large-scale report about 'writing and critical thinking' assessment. 28 p.
- N.D. Survey. "SLOAP Assessment Survey." 5 p.

#### RG023.09 – S.L.O.A.P. Binders

##### 023.09.01 – S.L.O.A.P Final Report

- o N.D. "Assessing Student Writing and Critical Thinking: A Pilot Project."

- o N.D. "SLOAP Project on Assessing Student Writing and Critical Thinking: Applying the Results of this Project to Classroom Practice."
- o N.D. Reading Program Mission Statement and Goals (Table of Contents Included in binder.)

023.09.02 – S.L.O.A.P Professional Studies (Two Binders)

- o 2005, March. SLOAP Program Summary. Business Administration Department.
- o 2005, March. SLOAP Program Summary. Communication Design Department.
- o 2005, March. SLOAP Program Summary. Computer Information Technology Department.
- o 2005, March. SLOAP Program Summary. Criminal Justice Department.
- o 2005, March. SLOAP Program Summary. Culinary Arts Program.
- o 2005, March. SLOAP Program Summary. Early Childhood Education Program.
- o 2005, March. SLOAP Program Summary. Hospitality Department.
- o 2005, March. SLOAP Program Information. Technology for Business Program.
- o 2005, March. SLOAP Program Summary. Office Information Management Program.
- o 2005, March. SLOAP Program Summary. Behavioral and Social Science Department.
- o 2005, March. SLOAP Program Summary. English Department.
- o 2005, March. SLOAP Program Summary. ESL Department.
- o 2005, March. SLOAP Program Summary. Foreign Language Department.
- o 2005, March. SLOAP Program Summary. History and Government Department.
- o 2005, March. SLOAP Program Summary. Mathematics and Physics Department.
- o 2005, March. SLOAP Program Summary. Science Department.
- o 2005, March. SLOAP Program Summary. Behavioral Science Department.

023.09.03 – S.L.O.A.P 2005-2006

- o Departmental Surveys.
- o Funded Proposals.
- o Minutes and Agendas.
- o 2005, Summer. SLOAP Report.

023.09.04 – S.L.O.A.P 2006-2007

- o 2006-2007. Action Plan.
- o Proposals Funded and Reports.
- o Agendas and Minutes.
- o 2006, Fall. Summary of SLOAP Activity Fall 2006 Semester.

023.09.05 – S.L.O.A.P 2007-2008

- o 2007-2008. Action Plan.
- o Proposals Funded and Reports.
- o 2007, May. Surveys.
- o Agendas and Minutes.

023.09.15 - S.L.O.A.P Interim Report September 2003-May 2004

- o 2004, June 18. Report. "Student Learning Outcomes Assessment Program (SLOAP) Interim Report September 2003-May 2004." Prepared by Richard W. Boulware in Cooperation with the SLOAP Taskforce. 265 p.

### RG024 – Press Releases

#### **Box 1**

#### RG024.01 – Press Releases September 1991 - December 1993

##### 024.01.01 – September 1991-October 1993

1991, September 26. Press Release. "Gov. Weld to help BHCC demonstrate new learning technology."

- o 1993, August 27. Press release. "Dietary Manager Program."
- o 1993, August 27. Press release. "Calendar Item BHCC 20<sup>th</sup> Anniversary Celebration." 2 copies.
- o 1993, August 27. Press release. "Surgical Tech Program."
- o 1993, August 27. Press release. "Joe Ayoob Memorial Concert."
- o 1993, September 1. Press release. "Suggested Editorial."
- o 1993, September 1. Press release. "Five New Deans Appointed."
- o 1993, September 1. Press release. "Calendar Item – art work displayed in Charlestown campus of BHCC." 2 copies.
- o 1993, September 1. Press release. "TV Courses."
- o 1993, September 1. Press release. "Alumni Art Show."
- o 1993, September 2. Press release. "Class Registration/ 20<sup>th</sup> Anniversary Celebration."
- o 1993, September 8. Press release. "Class Registration/ 20<sup>th</sup> Anniversary Celebration."
- o 1993, September 10. Press release. "AACC/DOL Workforce Meeting." 2 copies.
- o 1993, September 16. Press release. "Don Lessem – Speaker on September 28."
- o 1993, September 16. Press release. "Weekend College."
- o 1993, September 22. Press release. "Don Lessem – Speaker on September 28."
- o 1993, September 25. Press release. "Joan Mullen Art Gallery Exhibit."
- o 1993, October 1. Press release. "Fenway Middle College High School Jerome Winegar – Sonia Diaz Interim Appointments."
- o 1993, October 1. Press release. "BHCC Alumni to host Las Vegas Night fundraiser." 2 copies.
- o 1993, October 6. Press release. "Kate Tamarkin Appearance at BHCC."
- o 1993, October 6. Press release. "Dr. Sergei Khrushchev BHCC Appearance."
- o 1993, October 7. Press release. "Judith Sanford-Harris Author of Book Chapter."
- o 1993, October 7. Press release. "Local resident featured in art exhibit."
- o 1993, October 8. Press release. "Larry Garron trip to Japan."
- o 1993, October 12. Press release. "Kate Tamarkin visit to BHCC." 2 copies.
- o 1993, October 13. Press release. "Appointment of Milton Santiago."
- o 1993, October 15. Press release. "Visitors from Puerto Rico."
- o 1993, October 15. Press release. "Cael Award."
- o 1993, October 15. Press release. "Appointment of Wilma Bonaparte."

- o 1993, October 20. Press release. "Appearance of Dr. Sergei Khrushchev"
- o 1993, October 21. Press release. "Center for self-directed learning"
- o 1993, October 21. Press release. "Nursing Open House"
- o 1993, October 22. Press release. "Appointments – Wahlgren – O'Connor."
- o 1993, October 22. Press release. "Allied Health Certificate Tuition"
- o 1993, October 25. Press release. "Memo to Director of Nursing Staff Development"
- o 1993, October 25. Press release. "Nursing Open House"
- o 1993, October 27. Press release. "Richard G. Wahlgren promoted to assistant dean of Facilities Management."
- o 1993, October 29. Press release. "Appointment of Frank Schorn"
- o 1993, November 4. Press release. "Computer Department Info for Press Release."
- o 1993, November 5. Press release. "Kalimah Nur-Attar award and new course"
- o 1993, November 10. Press release. "Fall Job Fair at Bunker Hill Community College"
- o 1993, November 12. Press release. "Open house – both campuses"
- o 1993, November 12. Press release. "Financial aid default correction"
- o 1993, November 12. Press release. "Open house – Chelsea – Charleston"
- o 1993, November 12. Press release. "Open house – Chelsea and Charleston"
- o 1993, November 12. Press release. "Kathy Elcox election as president of American Lung Association of Massachusetts"
- o 1993, November 14. Press release. "BHCC will present special music at Grace Church in Salem."
- o 1993, November 17. Press release. "Dr. Kathleen Elcox elected president of American Lung Association of Massachusetts"
- o 1993, November 19. Press release. "Mary Riordan – Open House"
- o 1993, November 19. Press release. "Ed Kerr award from score"
- o 1993, November 22. Press release. "Holiday Happening"
- o 1993, November 26. Press release. "Thomas Frotton scholarship"
- o 1993, November 26. Press release. "Financial aid form change"
- o 1993, November 26. Press release. "Ruth Ivers play"
- o 1993, November 26. Press release. "Address of Pres. Stikes at Northeastern University"
- o 1993, November 29. Press release. "Truman scholarship announcement"
- o 1993, November 29. Press release. "Kathy Assar appointment Academic Assembly Council"
- o 1993, November 29. Press release. "Holiday Happening"
- o 1993, December 3. Press release. "TV Courses for Spring Semester"
- o 1993, December 10. Press release. "Larry Garron - Sports."
- o 1993, December 10. Press release. "Larry Garron - News."
- o 1993, December 10. Press release. "Spring Registration"
- o 1993, December 21. Press release. "Somerville-Medford satellites"
- o 1993, December 24. Press release. "Follow up – Job Fair"
- o 1993, December 24. Press release. "Early bird class"
- o 1993, December 24. Press release. "Ultrasound certificate"

- o 1993, December 27. Press release. "Spring semester – Somerville-Medford satellites"
- o 1993, December 27. Press release. "National Honors Society Induction"
- o 1993, December 28. Press release. "Spring registration"
- o 1993, December 28. Press release. "Spring semester registration"
- o 1993, December 29. Press release. "Calendar Item – Exhibit of Paintings by Constantine Arvanites."
- o 1993, December 29. Press release. "BHCC Celebrates 20<sup>th</sup> Anniversary with Commemorative Exhibit."
- o 1993, December 29. Press release. "TV Courses"
- o 1993, December 29. Press release. "Biomedical engineering certificate"
- o 1993, December 29. Press release. "Medford-Somerville satellite"

#### 024.01.02 – January 1993-April 1994

- o 1994, January 14. Press release. "Extended Hours – Registration – Charlestown Campus."
- o 1994, January 19. Press release. "Paul Rivers Appointed Chairman of Business Administration Department."
- o 1993, January 20. Press release. "Affirmative Action is the focus of a workshop for Perkins Act-Funded Programs at BHCC on Friday, February 4<sup>th</sup>"
- o 1994, January 21. Press release. "Health Protection Grant."
- o 1994, January 22. Press release. "Dr. Elizabeth Palter – Affirmative Action Workshop."
- o 1994, January 27. Press release. "Affirmative Action Workshop."
- o 1994, January 28. Press release. "Appointment of Thomas Cunha to Board."
- o 1994, January 28. Press release. "Death of Edward Kerr."
- o 1994, January 28. Press release. "Financial Aid."
- o 1994, February 4. Press release. "VITA Program."
- o 1994, February 7. Press release. "Calendar Item - VITA." 2 copies.
- o 1994, February 11. Press release. "Ariete A. Watkins Sculpture."
- o 1994, February 18. Press release. "Dean's List."
- o 1994, February 18. Press release. "Joe Clark March 1 Appearance."
- o 1994, February 22. Press release. "Marsha Dennis Award."
- o 1994, February 23. Press release. "New Tip from Bunker Hill Community College."
- o 1994, February 25. Press release. "Evening at Hampshire House."
- o 1994, March 4. Press release. "Anne Minton Ordination."
- o 1994, March 12. Press release. "Art Gallery – David Moore."
- o 1994, March 18. Press release. "VITA – Follow Up."
- o 1994, March 18. Press release. "John Vaccaro - VITA."
- o 1994, March 18. Press release. "Betsy Mariere Play."
- o 1994, March 21. Press release. "Art Gallery - April."
- o 1994, March 23. Press release. "Art Gallery - April."
- o 1994, March 25. Press release. "Appointment of Lauren Greene."
- o 1994, March 25. Press release. "CEBO – Medical Radiographers."

- o 1994, March 28. Press release. "CEBO – Medical Radiographers." 2 copies.
- o 1994, March 30. Press release. "Calendar – Health Fair."
- o 1994, April 1. Press release. "Kathy Assar's Address to Kiwanis."
- o 1994, April 1. Press release. "Trio Grant Renewal."
- o 1994, April 1. Press release. "Marketing Early Bird Class."
- o 1994, April 6. Press release. "Health Fair."
- o 1994, April 7. Press release. "Calendar Item – Spring Job Fair."
- o 1994, April 7. Press release. "Note to Editor." 2 copies.
- o 1994, April 8. Press release. "First Release on 20<sup>th</sup> Anniversary Events."
- o 1994, April 11. Press release. "Calendar Item – Spring Festival." 2 copies.
- o 1994, April 15. Press release. "Calendar Item - Carnival."
- o 1994, April 15. Press release. "Financial Aid for 1994-5."
- o 1994, April 15. Press release. "Annual Spring Job Fair."
- o 1994, April 18. Press release. "Chelsea Spring Festival."
- o 1994, April 18. Press release. "Ruth Ivers Production of Carnival."
- o 1994, April 20. Press release. "Allied Health Certificate - Charlestown." 2 copies.
- o 1994, April 21. Press release. "20 Fest and Summer Registration." 2 copies.
- o 1994, April 22. Press release. "Summer Registration." 2 copies.
- o 1994, April 25. Press release. "Truman Scholarship."
- o 1994, April 27. Press release. "Calendar – Run/Power walk."
- o 1994, April 29. Press release. "Employees Recognition Ceremony."

024.01.03 – May 1994-July 1994

- o 1994, May 2. Press release. "Cultural Fair."
- o 1994, May 2. Press release. "Calendar Item – 20 Fest."
- o 1994, May 2. Press release. "Rita Frey Presentation in Texas."
- o 1994, May 2. Press release. "Collaborative Agreement."
- o 1994, May 5. Press release. "Calendar – Medical Radiographers." 2 copies.
- o 1994, May 6. Press release. "Kate Cauble Presentation Allied Health at Henderson House in Weston."
- o 1994, May 6. Press release. "Cartoonist Demarco – Sports."
- o 1994, May 6. Press release. "20 Fest."
- o 1994, May 7. Press release. "Baseball Team in Small College World Series."
- o 1994, May 7. Press release. "4.5 Mile Run-Power Walk Follow Up."
- o 1994, May 9. Press release. "Cartoonist Demarco – ROP."
- o 1994, May 9. Press release. "Lorraine Trethway – Sub-Committee."
- o 1994, May 9. Press release. "CEBO – Medical Radiographers." 2 copies.
- o 1994, May 12. Press release. "Dunk Tank for Kerr Scholarship Fund."
- o 1994, May 12. Press release. "20 Fest Celebration Events."
- o 1994, May 14. Press release. "Prize for Run/Power Walk."
- o 1994, May 14. Press release. "LPN to RN Info Meeting May 23."
- o 1994, May 14. Press release. "Gala – Dinner Dance."
- o 1994, May 16. Press release. "News Tip - Gala."
- o 1994, May 16. Press release. "Pres. Stikes Award from BUBF."



- o 1994, May 16. Press release. "Tech Prep Workshop."
- o 1994, May 16. Press release. "Mary Danty Attendance at Workshop."
- o 1994, May 19. Press release. "Masha Dennis Washington Trip"
- o 1994, May 19. Press release. "Presidential scholarship – Sandy Dawkins"
- o 1994, May 20. Press release. "Judge Agnes – Graduation Speaker"
- o 1994, May 23. Press release. "Trustees Academic Scholarship Award"
- o 1994, May 23. Press release. "Celebrating community college day at State House"
- o 1994, May 23. Press release. "Free Intro to Biomedical Principles." 2 copies.
- o 1994, May 27. Press release. "Office administration – Summer interns"
- o 1994, May 27. Press release. "TV Course for Summer"
- o 1994, May 27. Press release. "Score scholarships"
- o 1994, May 27. Press release. "Awards"
- o 1994, May 27. Press release. "Sports awards"
- o 1994, May 27. Press release. "Baseball season including Texas"
- o 1994, May 27. Press release. "20<sup>th</sup> Commencement"
- o 1994, May 31. Press release. "Medical radiographers" (2 copies)
- o 1994, June 2. Press release. "BHCC River 4.5 mile Run/Power Walk"
- o 1994, June 3. Press release. "Third session – CEBO – Medical radiographers"
- o 1994, June 10. Press release. "Second Summer Session."
- o 1994, June 10. Press release. "Employees Recognition Ceremony."
- o 1994, June 13. Press release. "Maurice Delvendo – June 29 meeting"
- o 1994, June 24. Press release. "Graduation and honors"
- o 1994, June 27. Press release. "Massachusetts DECA"
- o 1994, June 29. Press release. "LPN to RN Program"
- o 1994, June 29. Press release. "Gift from Biogen"
- o 1994, June 30. Press release. "Ultrasound program"
- o 1994, July 8. Press release. "Dean's List – spring semester"
- o 1994, July 8. Press release. "Formation of a business council"
- o 1994, July 15. Press release. "Health care management degree program"
- o 1994, July 15. Press release. "Calendar Item - Ultrasound certificate program information session" (2 copies)
- o 1994, July 18. Press release. "VITA appreciation awards from IRS"
- o 1994, July 19. Press release. "Calendar Item – RN program" (2 copies)
- o 1994, July 19. Press release. "August 1 info session – LPN to RN Chelsea"
- o 1994, July 21. Press release. "Collaboration BHCC – Bilston England Community College"
- o 1994, July 22. Press release. "Ultrasound – August 10 info session"
- o 1994, July 27. Press release. "Registration for fall semester"
- o 1994, July 27. Press release. "Calendar Item – Registration for fall semester"
- o 1994, July 28. Press release. "Open house – Charlestown and Chelsea"
- o 1994, July 29. Press release. "Fall registration"
- o 1994, July 29. Press release. "Calendar Item – Open house"

- o 1994, August 1. Press release. "Fall registration" (2 copies)
- o 1994, August 2. Press release. "Fall - Satellites"
- o 1994, August 8. Press release. "Fall TV Courses"
- o 1994, August 9. Press release. "Massachusetts Educational Opportunity Program grant"
- o 1994, August 12. Press release. "Early bird classes offered"
- o 1994, August 13. Press release. "Dean's List"
- o 1994, August 13. Press release. "Academic excellence scholarships"
- o 1994, August 19. Press release. "Certified professional secretary certificate"
- o 1994, August 24. Press release. "Bunker Hill Community College announces new program for women in biomedical equipment repair"
- o 1994, August 25. Press release. "Classes start at both campuses"
- o 1994, August 26. Press release. "TV courses"
- o 1994, August 29. Press release. "Professional development for nurses/social workers"
- o 1994, September 7. Press release. "Chelsea pride stride"
- o 1994, September 9. Press release. "News tip"
- o 1994, September 9. Press release. "New trustees"
- o 1994, September 19. Press release. "Annual Ed Kerr golf tournament"
- o 1994, September 19. Press release. "CEBO – Dental practitioners sessions"
- o 1994, September 23. Press release. "Mentor program"
- o 1994, September 30. Press release. "New telephone numbers"
- o 1994, October 7. Press release. "Allied health info sessions"
- o 1994, October 7. Press release. "Banino scholarships"
- o 1994, October 7. Press release. "Poetry reading at Chelsea campus"
- o 1994, October 8. Press release. "Donna McFadden Appointment DECA"
- o 1994, October 11. Press release. "Professional development for nurses/social workers"
- o 1994, October 14. Press release. "CEBO-Nurses/Social workers"
- o 1994, October 26. Press release. "Massachusetts DECA students who will attend Pittsburgh conference"
- o 1994, October 28. Press release. "Just-A-Start grand opening"
- o 1994, October 31. Press release. "Student success project grant"
- o 1994, October 31. Press release. "Fall job fair"
- o 1994, November 1. Press release. "Linda E. Krasner Fund"
- o 1994, November 2. Press release. "President Stikes – Frank Schorn visit to South Africa"
- o 1994, November 2. Press release. "Job fair – December 6"
- o 1994, November 11. Press release. "State Street Bank challenge grant"
- o 1994, November 14. Press release. "Open house – December 8"
- o 1994, November 14. Press release. "Job fair and open house"
- o 1994, November 16. Press release. "Drama Company production of Taming of the Shrew"
- o 1994, November 18. Press release. "Minority business – December 2 session"

- o 1994, November 18. Press release. "Drama Company Production of Taming of the Shrew."
- o 1994, November 18. Press release. "Free Concerts by College Chorus and College Gospel Chorus."
- o 1994, November 21. Press release. "December – Open Houses."
- o 1994, November 26. Press release. "Bill Craft on Visiting Team for Accreditation of Norwalk Community Technical College."
- o 1994, November 30. Press release. "Visit of South African Study Tour." 2 copies.
- o 1994, December 3. Press release. "Memo to the news media regarding Study Tour of South African community college educators."
- o 1994, December 5. Press release. "Medical Radiographers."
- o 1994, December 5. Memo. "Memo regarding press conference scheduling."
- o 1994, December 9. Press release. "Achievement Rate – Nurse Exam."
- o 1994, December 9. Press release. "Photo of Student Advisory Board."
- o 1994, December 12. Press release. "Anne Hyde – Chairwoman of Board."
- o 1994, December 12. Press release. "TV courses for spring."
- o 1994, December 15. Press release. "BHCC logo and motto on truck of Boston Sand and Gravel Company."
- o 1994, December 19. Press release. "TV courses for spring semester."
- o 1994, December 19. Press release. "Carl Nelson appointment to Adult Education Advisory Council of Massachusetts Department of Education."
- o 1994, December 24. Press release. "Registration for Medford-Somerville satellite campuses"
- o 1994, December 27. Press release. "Spring registration"
- o 1994, December 27. Press release. "Registration for spring semester"
- o 1994, December 29. Press release. "Follow up for spring registration"

#### RG024.02 Press Releases 1995

##### RG 024.02.01 – January 1995-June 1995

- o 1995, January 13. Press release. "Added Saturday registration"
- o 1995, January 16. Press release. "South African Study Tour."
- o 1995, January 19. Press release. "Non-credit piano playing course"
- o 1995, January 23. Press release. "Volunteer income tax assistance program"
- o 1995, January 23. Press release. "Calendar – Volunteer income tax assistance program"
- o 1995, January 27. Press release. "Appointment of Duke Graham"
- o 1995, January 27. Press release. "Just-A-Start Commencement"
- o 1995, January 27. Press release. "Volunteer Income Tax Assistance Program"
- o 1995, January 28. Press release. "Minority Business February 15 Free Session."
- o 1995, February 3. Press release. "Dean's List – Fall 1994."
- o 1995, February 10. Press release. "Mammogram Service of Mobile Diagnostics, Inc."
- o 1995, February 11. Press release. "Message Therapy."
- o 1995, February 11. Press release. "Great Chefs of Boston."

- o 1995, February 14. Press release. "Mammogram Service of Mobile Diagnostics, Inc." 2 Copies
- o 1995, February 23. Press release. "Child Focus Center."
- o 1995, February 27. Press release. "International Women's Week."
- o 1995, February 28. Press release. "Tuskegee University Concert Choir"
- o 1995, March 2. Press release. "Minority business session"
- o 1995, March 2. Press release. "Cheryl Senato – Judge at Chocolate Fool's Day"
- o 1995, March 3. Press release. "Medical radiographers"
- o 1995, March 3. Press release. "DECA state conference competition"
- o 1995, March 7. Press release. "The Chefs of Greater Boston."
- o 1995, March 8. Press release. "John Vaccaro on Answer Channel."
- o 1995, March 8. Press release. "Mammogram Service – Follow Up."
- o 1995, March 10. Press release. "Spring Job Fair – employers release"
- o 1995, March 17. Press release. "Evening a Hampshire House."
- o 1995, March 21. Press release. "First recipient of Kerr Scholarship."
- o 1995, March 28. Press release. "Job Fair." 2 copies.
- o 1995, March 30. Press release. "BHCC Storybox Players – Tale Spinners."
- o 1995, March 30. Press release. "Free Health Fair."
- o 1995, March 31. Press release. "Spring Job Fair."
- o 1995, March 31. Press release. "National Honor Society Initiation."
- o 1995, March 31. Press release. "Storybox Players Performance of Tale Spinner."
- o 1995, March 31. Press release. "Sharon Caulfield – Coordinator – Tech Prep."
- o 1995, April 7. Press release. "Allied Health Certificate Program."
- o 1995, April 7. Press release. "Medical Radiographers."
- o 1995, April 10. Press release. "Health Fair."
- o 1995, April 12. Press release. "Drama Company Presentation of Once Upon a Mattress." 2 copies.
- o 1995, April 14. Press release. "Drama Club Presentation of Once Upon a Mattress."
- o 1995, April 14. Press release. "Chelsea Spring Festival."
- o 1995, April 14. Press release. "Mass. DECA students to Compete at St. Louis."
- o 1995, April 17. Press release. "Alumni Spring Dance."
- o 1995, April 21. Press release. "Office Administration Interns."
- o 1995, April 21. Press release. "Paperless Online External Studies Program (POLES)."
- o 1995, April 24. Press release. "Alumni Spring Dance."
- o 1995, April 28. Press release. "Medical Radiographers."
- o 1995, April 28. Press release. "Appointment of Deborah Spearman as Financial Aid Director."
- o 1995, April 28. Press release. "Annual Cultural Fair."
- o 1995, May 1. Press release. "Minority Business Session."
- o 1995, May 1. Press release. "Polish students being assisted to live in Boston while attending high school in Boston."
- o 1995, May 10. Press release. "ESL Allied Health Programs."
- o 1995, May 12. Press release. "Paul Gennetti Bone Marrow Transplant." 2 copies.
- o 1995, May 15. Press release. "Graduation Speaker."

- o 1995, May 15. Press release. "Spring Job Fair."
- o 1995, May 16. Press release. "Honors Reception – June 1; Graduation – June 2."
- o 1995, May 16. Press release. "Calendar Item – Social evening at Irish American Hall to raise funds for bone marrow transplant for Paul Gennetti." 2 copies.
- o 1995, May 19. Press release. "Certified Novell Administrator (CAN)."
- o 1995, May 22. Press release. "ESL – Allied Health Patient Assistant Program."
- o 1995, May 26. Press release. "National Science Foundation Grant."
- o 1995, June. Press release. "Biomedical Equipment Repair Technician training."
- o 1995, June 5. Press release. "Free Minority Business Session."
- o 1995, June 9. Press release. "Annual Student Activities Awards."
- o 1995, June 10. Press release. "Graduate Dawn L."
- o 1995, June 10. Press release. "Mass DECA - St. Louis Career Development Conference."
- o 1995, June 15. Press release. "Employee Recognition Ceremony."
- o 1995, June 16. Press release. "Appointment of Sarah Ford."
- o 1995, June 28. Press release. "Minority business session"

#### 024.02.02 – July 1995-December 1995

- o 1995, July 5. Press release. "ACE Fellowship"
- o 1995, July 7. Press release. "Information session on cardio vascular ultrasound"
- o 1995, July 7. Press release. "Second annual Ed Kerr golf tournament"
- o 1995, July 7. Press release. "Alumni recruitment" (2 copies)
- o 1995, July 12. Press release. "Biomedical equipment repair technicians"
- o 1995, July 14. Press release. "Elder Hostellers"
- o 1995, July 14. Press release. "Alumni recruitment"
- o 1995, July 18. Press release. "Cardio vascular ultrasound information session"
- o 1995, July 20. Press release. "Minority business free session"
- o 1995, July 28. Press release. "Cardio vascular ultrasound information session"
- o 1995, August 4. Press release. "Urban entrepreneurs program" (2 copies)
- o 1995, August 4. Press release. "Registration for satellite campuses"
- o 1995, August 4. Press release. "Students studying in China"
- o 1995, August 7. Press release. "Spanish immersion program – Puerto Rico"
- o 1995, August 7. Press release. "Second group of elder hostellers"
- o 1995, August 8. Press release. "Fall registration for Charlestown-Chelsea"
- o 1995, August 8. Press release. "Fall registration Charlestown-Chelsea"
- o 1995, August 11. Press release. "Deans' List – Spring 1995"
- o 1995, August 14. Press release. "TV courses for fall semester"
- o 1995, August 14. Press release. "New music programs"
- o 1995, August 18. Press release. "New student trustee"
- o 1995, August 18. Press release. "Certified novel administrator"
- o 1995, August 22. Press release. "Wendee Veghlan of La Crescent MN"
- o 1995, August 22. Press release. "Samantha L. Furiga of Everett"
- o 1995, August 22. Press release. "TV courses"
- o 1995, August 24. Press release. "Joint exhibit by students of BHCC & MCC"

- o 1995, August 25. Press release. "Opening of fall semester"
- o 1995, August 28. Press release. "Results of Kerr Golf Tournament"
- o 1995, August 28. Press release. "Tiffani Sala of Tewksbury High School"
- o 1995, September 1. Press release. "BHCC Golf Tournament"
- o 1995, September 22. Press release. "Allied health – Chelsea graduation"
- o 1995, September 22. Press release. "Late start classes"
- o 1995, September 25. Press release. "Lauren Greene promotion"
- o 1995, September 26. Press release. "Mass DECA State Leadership Conference"
- o 1995, September 29. Press release. "Announcement of resignation of President Charles E. Stikes and naming of interim president Maurice F. O'Shea"
- o 1995, October 2. Press release. "Tech prep grant renewal"
- o 1995, October 2. Press release. "Appointment of Milton Thomas as director of Cambridge satellite"
- o 1995, October 4. Press release. "Notes from Mon O'Shea's address at convocation on October 3"
- o 1995, October 6. Press release. "Allied health certificate program information-interview session"
- o 1995, October 6. Press release. "Naming of Mon O'Shea as interim president"
- o 1995, October 16. Press release. "Azerebajian International business training project"
- o 1995, October 19. Press release. "Presentations on health care professions"
- o 1995, October 20. Press release. "Graduates who qualified during summer"
- o 1995, October 20. Press release. "Students studying in England"
- o 1995, October 23. Press release. "Fall job fair" (2 copies)
- o 1995, October 26. Press release. "Matchmaking reception – World Trade Center"
- o 1995, October 27. Press release. "BHCC Foundation golf tournament"
- o 1995, October 30. Press release. "Mass DECA North Atlantic Region Conference"
- o 1995, November 10. Press release. "Tuition monthly payment plan"
- o 1995, November 13. Press release. "Grants to support allied health certificate programs"
- o 1995, November 14. Press release. "Open house – Charlestown – Chelsea"
- o 1995, November 14. Press release. "Open house December 7 and 8"
- o 1995, November 17. Press release. "TV courses for spring"
- o 1995, November 17. Press release. "Drama company – play" (2 copies)
- o 1995, November 20. Press release. "Open houses – Charlestown and Chelsea"
- o 1995, November 24. Press release. "Presidential search sessions"
- o 1995, November 27. Press release. "Cambridge satellite – December registration"
- o 1995, November 27. Press release. "Cambridge satellite registration December dates" (2 copies)
- o 1995, November 27. Press release. "Presidential search sessions"
- o 1995, December 1. Press release. "Presidential search hearing in Chelsea"
- o 1995, December 8. Press release. "Carl Nelson – cover story in Kiplinger's Personal Finance Magazine"
- o 1995, December 8. Press release. "FTP Software donation"

RG024.03 – Press Releases 1996

024.03.01 – January 1996-December 1996

- o 1996, January 12. Press release. "Union Oyster House Executive Chef, Doug Hewson to offer cooking series."
- o 1996, January 12. Press release. "BHCC to Offer Macintosh Computer Training Course."
- o 1996, January 12. Press release. "BSO soloist to teach vocal workshop course at Bunker Hill Community College."
- o 1996, January 12. Press release. "Chilean stage actress and director to offer theater course at Bunker Hill Community College."
- o 1996, January 12. Press release. "BHCC to offer financial planning and investing courses."
- o 1996, January 12. Press release. "Former All-Star football player now a star martial artist."
- o 1996, July 8. Press release. "Representative Ciampa Visits Bunker Hill Community College."
- o 1996, July 10. Press release. "Senator Tisei Visits Bunker Hill Community College."
- o 1996, July 10. Press release. "Representative Cresta Visits Bunker Hill Community College." 2 copies.
- o 1996, July 17. Press release. "Thomas Promoted at BHCC." 2 copies.
- o 1996, July 18. Press release. "Senator Shannon Visits Bunker Hill Community College." 2 copies.
- o 1996, July 18. Press release. "Senator White Visits Bunker Hill Community College." 2 copies.
- o 1996, July 22. Press release. "Curtis Promoted at BHCC."
- o 1996, July 23. Press release. "O'Shea Welcomes Legislators to BHCC." 2 copies.
- o 1996, August 1. Press release. "Melrose Resident Publishes Book."
- o 1996, August 5. Press release. "BHCC Allied Health Program Award Recipient"
- o 1996, August 9. Press release. "Access '96 at BHCC."
- o 1996, August 18. Press release. "Antique Auto Show Rescheduled for September 19<sup>th</sup> at Bunker Hill Community College."
- o 1996, August 28. Press release. "Certified Food Service Sanitation Course Offered at BHCC."
- o 1996, September 9. Press release. "BHCC Trustees voted to reduce fees paid by students \$2.00 per credit."
- o 1996, September 16. Press release. "Novell at BHCC."
- o 1996, September 18. Press release. "It's cooking at BHCC."
- o 1996, December 4. Press release. "Craft Appointed NCRD President." 2 copies.
- o 1996, December 12. Press release. "Joachim Receives State's Top Honor." 2 copies.
- o 1996, December 4. Press release. "The BHCC Drama Company Presents "Charlotte's Web"". Includes 3 different press releases, cast/crew list, and plot synopsis.

RG024.04 – Press Releases 1997

- 1997, January 17. Press release. "American Sign Language Taught at Bunker Hill Community College."
- 1997, January 22. Press release. "Satellite Town Meeting Airs from Bunker Hill Community College – Fenway Middle College High School."
- 1997, February 11. Press release. "Culinary Delights Offered at Bunker Hill Community College"
- 1997, March 14. Press release. "Listings/Business"
- 1997, April 25. Press release. "Teamsters Donate Computer System for Disabled Students at Bunker Hill Community College." 2 Copies.
  - Includes 2 copies of photo to accompany with President Fifield and TeamsterCare Executive Director Rodney G. Smith and copy of the press release from *The Spokesman*.)
- 1997, May 22. Pres release. "Bonaparte named Kellogg Fellow"
- 1997, July 8. Press release. "Patient Care Assistant Program"
- 1997, July 9. Press release. "Patient Care Assistant Program"
- 1997, August 12. Press release. "Distance Learning Consortium Takes Place at Bunker Hill Community College." 2 copies.
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Camille DeGregorio"
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Patricia Hayes and Jean Agneta" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Anne Umansky and Courtney McGlynn" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Robert Kintz" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Mildred Wigon" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Patricia Hayes" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Mary Todd and Mary Provo" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Rudolph Bradbury" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor James J. O'Brien" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Jennifer Rosser" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Kevin Hanley, Anthony Cobuccio, Paul Williams, Mary Williams" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Camille DeGregorio, Kalimah Nur, Antoinete Flanagan" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Eugene Liu" (2 copies)



- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Joan Jillson and Donald Connors" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Joan Jillson" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Courtney R. McGlynn" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Jessica Bethoney" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Yvette M. Straughter" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Donald Connors and Jeffrey J. Bowe" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Michelle Schewitzer" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Lorraine Trethewey" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Vincent White and Paul Rivers" (2 copies)
- 1997, August 18. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Courtney R. GcGlynn and Professor Judith A. Tully" (2 copies)
- 1997, August 20. Press release. "MASSCODE Demonstration Takes Place at Bunker Hill Community College." 2 copies.
- 1997, October 15. Press release. "Neighborhood Council Visits Bunker Hill Community College."
- 1997, October 22. Press release. "Bunker Hill Community College to Offer Sociology of Homosexuality Course."
- 1997, October 23. Press release. "BHCC Allied Health Programs Hold Information Sessions."
- 1997, November 24. Press release. "The Pink Panther Strikes Again"
- 1997, November 24. Press release. "Resident of Beachmont to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Woburn resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Boston resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Weymouth resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Cambridge residents to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Jamaica Plain resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Roslindale resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Malden resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"

- 1997, November 24. Press release. "Melrose resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Medford residents to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Somerville residents to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "East Boston residents to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "Charlestown resident to appear in BHCC's production of 'The Pink Panther Strikes Again'"
- 1997, November 24. Press release. "BHCC Presents 'The Pink Panther Strikes Again'." (2 copies)
- 1997, December 29. Press release. "The STEP Program Offered at Bunker Hill Community College." 2 copies.

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#### RG024.05.01 – Press Releases January 1998-April 1998

- 1998, January 6. Press release. "Bunker Hill Community College to Offer Sociology of Homosexuality Course."
- 1998, January 7. Press release. "Bunker Hill Community College Partners With John Hancock Signature Services, Inc." 2 copies.
- 1998, January 12. Press release. "Bunker Hill Community College Establishes Institute for Corporate and Community Development."
- 1998, January 20. Press release. "Bunker Hill Community College Offers Irish-American Literature Course." 2 copies.
- 1998, January 21. Press release. "Public Invited to Opening Reception for Shea Ramone Justice Art Exhibit at Bunker Hill Community College." 2 copies.
- 1998, February 6. Press release. "Bunker Hill Community College Presents 'The Devil Made Me Do It' Dinner Theatre on February 20, 1998." 2 copies.
- 1998, March 4. Press release. "Boston Residents on Dean's List at Bunker Hill Community College."
- 1998, March 10. Press release. "Everett residents among volunteers giving free tax assistance at Bunker Hill Community"
- 1998, March 11. Press release. "Free tax assistance offered at Bunker Hill Community College"
- 1998, March 12. Press release. "Bunker Hill Community College awards the Ralph Radell English-as-a-second-language Scholarship to Belmont resident"
- 1998, March 16. Press release. "Bunker Hill Community College to Graduate Students from Welfare-to-Work Program"
- 1998, March 23. Press release. "VITA Program"
- 1998, March 23. Press release. "Revere resident appointed acting dean of Bunker Hill Community College's Chelsea Campus"
- 1998, April 6. Press release. "Scholarships honoring Quincy native awarded at Bunker Hill Community College"
- 1998, April 6. Press release. "Malden resident wins scholarship at Bunker Hill Community College"

- 1998, April 8. Press release. "VITA Program"
- 1998, April 8. Press release. "Dorchester resident wins scholarship at Bunker Hill Community College"
- 1998, April 8. Press release. "Bunker Hill Community College Allied Health Programs Hold Information Sessions." 2 copies.
- 1998, April 14. Press release. "Hampshire House's Tom Kershaw Hosts Annual Fund-Raiser for Bunker Hill Community College."
- 1998, April 14. Press release. "Everett High School Students Highlight Annual Fund-Raiser for Bunker Hill Community College." 2 copies.
- 1998, April 14. Press release. "Celebrity Auctioneers Highlight Annual Fund-Raiser for Bunker Hill Community College."
- 1998, April 16. Press release. "The STEP Program Offered at Bunker Hill Community College."
- 1998, April 16. Press release. "Bunker Hill Community College Men's Varsity Basketball Team Captures Regional Championship Attends National NSCAA Tournament."
- 1998, April 16. Press release. "Bunker Hill Community College Establishes Institute for Corporate and Community Development."
- 1998, April 16. Press release. "Bunker Hill Community College Partners with John Hancock Signature Services, Inc."
- 1998, April 17. Press release. "Bunker Hill Students Plan 'First Intergenerational Day' at Commonwealth Housing Development, Brighton on Saturday April 18, 1998" (2 copies)
- 1998, April 23. Press release. "Bunker Hill Community College to Participate in 1998 U. Plan Enrollment Campaign."
- 1998, April 30. Press release. "Office Administration Internship Program"
- 1998, March 10. Press release. "Fall 1997 Semester Dean's List".
- 1998, February 20. Press release. "Bunker Hill Community College Presents "The Devil Made Me Do It" Dinner Theatre on February 20, 1998." Also included Email press release ""The Devil Made Me Do It" Dinner Theatre". 2 copies.

#### RG024.05.02 – May 1998-September 1998

- 1998, May 5. Press release. "VITA Program"
- 1998, May 22. Press release. "Boylan to be honored at Bunker Hill Community College Commencement Exercises"
- 1998, May 27. Press release. "Bunker Hill Community College Commencement Scheduled for May 29"
- 1998, May 28. Press release. "Bunker Hill Community College's 24<sup>th</sup> Commencement Exercises" (2 copies)
- 1998, June 2. Press release. "The STEP Program"
- 1998, June 10. Press release. "Dr. James O. Ortiz Appointed Vice President of Academic Affairs." (2 copies)
- 1998, June 10. Press release. "Dr. Thomas Wylie Promoted at Bunker Hill Community College." (2 copies)
- 1998, July 9. Press release. "Bunker Hill Community College Names Molly Ambrose Director of Human Resources and Labor Relations"

- 1998, July 9. Press release. "Graduation/Honors Press Releases"
- 1998, July 16. Press release. "Bunker Hill Community College honors Wakefield resident at annual employee recognition ceremony"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Robert Margolis"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Brent Bonah"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Barbara G. Taylor"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Theodore C. 'Ted' Ridout Jr."
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Harriet E. Hutchinson"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Charles W. Murphy"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Natalie A. Oliveri"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Kathleen Cedrone Vaccaro"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor John Vaccaro"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Robert Ross"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Janice Thomas"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Sik-Wing Yeung"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – James A. Miller"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Dorothy J. Gomez"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Brian McGonagle"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Deborah Blouin"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – William Sakamoto"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – David Dow"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Patricia Alexander"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Jill Wickes"

- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Timothy McLaughlin"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Nancy Charland"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Anna Tsakarissianos"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Ruth m. Westwater"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Robert J. Leonard"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Joseph Bentley"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Mark Lieberman"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Amelia Irvin"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Anne R. Umansky"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Philip F. Kukura"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Professor Mark Lieberman"
- 1998, July 16. Press release. "Bunker Hill Community College Holds Employee Recognition Ceremony – Registrar Nancy Charland" (2 copies)
- 1998, July 19. Press release. "Grant Awarded to BHCC"
- 1998, July 20. Press release. "The STEP Program – Customer Service Representative Training"
- 1998, July 20. Publicity packet. Antique Auto Show.
- 1998, July 27. Press release. "Employee Recognition" (2 copies)
- 1998, August 6. Press release. "Bunker Hill Community College Dean's List Announced."
- 1998, August 6. Press release. "Just A Start Graduation"
- 1998, August 19. Publicity packet. Antique Auto Show.
- 1998, August 27. Press release. "Bunker Hill Community College Offers Tuition Assistance Through Community College Access Grant Program."
- 1998, September 10. Press release. "Project AcCoTech Grant"
- 1998, September 23. Publicity packet. Antique Auto Show.
- 1998, November 23. Press release. "Bunker Hill Community College announces financial aid workshop"

#### RG024.06 – Press Releases 1999-2004

- 1999, March 2. Press release. "Good News." Describes conference and campus "Day of Dialog" 2 copies.
- 1999, April 30. Press release. "Somerville residents participate in Bunker Hill Community College's office administration internship program"

- 1999, April 30. Press release. "Cambridge resident participates in Bunker Hill Community College's office administration internship program"
- 1999, April 30. Press release. "Malden resident participates in Bunker Hill Community College's office administration internship program"
- 1999, April 30. Press release. "Everett residents participate in Bunker Hill Community College's office administration internship program"
- 1999, April 30. Press release. "Medford residents participate in Bunker Hill Community College's office administration internship program"
- 1999, April 30. Press release. "Wilmington resident participates in Bunker Hill Community College's office administration internship program"
- 1999, April 30. Press release. "Chelsea resident participates in Bunker Hill Community College's office administration internship program"
- 1999, April 30. Press release. "Boston residents participate in Bunker Hill Community College's office administration internship program"
- 1999, April 30. Press release. "Charlestown resident participates in Bunker Hill Community College's office administration internship program"
- 1999, May 17. Press release. "Bunker Hill Community College Celebrates Community College Day at the State House." Includes photograph.
- 1999, May 20. Press release. "Roslindale Resident Represents Bunker Hill CC At Undergraduate Academic Conference."
- 1999, May 20. Press release. "Somerville Resident Represents Bunker Hill CC At Undergraduate Academic Conference."
- 1999, May 24. Press release. "Bunker Hill Community College Hosts Live National Satellite Broadcast"
- 1999, June 3. Press release. "Bunker Hill Community College Participates in Sheriff's Association Conference"
- 1999, June 4. Press release. "Bunker Hill Community College Helps Jump Start Quincy Man's New Life in America."
- 1999, June 4. Press release. Re: Lori L. Downing.
- 1999, June 21. Press release. "Anne Hyde, Esq. Receives Bunker Hill Community College Award"
- 1999, June 22. Press release. "Anne Hyde, Esq. Receives President's Distinguished Service Award At Bunker Hill Community College"
- 1999, July 12. Press release. "Kerr Memorial Golf Tournament at Maynard Country Club Raises Scholarship Funds for Bunker Hill Community College" (includes 3 drafts)
- 1999, July 14. Press release. "Bunker Hill Community College Partnership Wins \$1 Million Labor Department Grant."
- 1999, July 19. Press release. "Belmont student trains for health careers in Bunker Hill Community College summer program" (includes draft)
- 1999, July 19. Press release. "Latin Academy, Madison Park students train for health careers in Bunker Hill Community College"
- 1999, July 19. Press release. "Charlestown student trains for health careers in Bunker Hill Community College summer program"

- 1999, July 19. Press release. "2 Chelsea students train for health careers in Bunker Hill Community College summer program"
- 1999, July 19. Press release. "2 Dorchester students train for health careers in Bunker Hill Community College summer program" (includes draft)
- 1999, July 19. Press release. "4 East Boston students train for health careers at Bunker Hill Community College summer program" (includes draft)
- 1999, July 19. Press release. "5 Everett students train for health careers at Bunker Hill Community College summer program"
- 1999, July 19. Press release. "St. Clare student trains for health career in Bunker Hill Community College summer program"
- 1999, July 19. Press release. "West Roxbury students train for health career in Bunker Hill Community College summer program" (includes draft)
- 1999, July 19. Press release. Draft – "Roslindale students train for health career in Bunker Hill Community College summer program"
- 1999, August 4. Press release. "Kerr Golf Tournament Financial & Sporting Success"
- 1999, August 9. Press release. "Kerr Golf Tournament Financial & Sporting Success"
- 1999, August. Press release. "BHCC Sixth Annual Edward L. Kerr Golf Tournament"
- 1999, August 10. Press release. "Bunker Hill Community College health careers program gives students real world edge" (draft)
- 1999, August 11. Press release. "VISTA's Third Year at Bunker Hill Community College Continues 'Learn and Serve' Tradition."
- 1999, August 12. Press release. "Bunker Hill Community College health careers opportunity program gives students real world edge" (includes draft)
- 1999, October 8. Press release. "Bunker Hill Community College Homecoming & Family Weekend to be held October 22 and 23 featuring dancing & soccer"
- 1999, November 2. Press release. "Former Red Sox batboy now studying at Bunker Hill Community College"
- 1999, December 21. Press release. "Bunker Hill Community College opens one of its kind adjunct faculty room"
- 1999, November 3. Press release. "29 Chelsea Girls Take Part in Women in Technology Conference."
- 1999. Press release. "Bunker Hill Community College 'Campus Day of Dialogue' to Discuss Race Related Challenges."
- 2000, February 28. Press release. "Bunker Hill Community College Names Pelonomi Khumoetsile-Taylor Director of Diversity and Inclusion"
- 2000, March 10. Press release. "New International Center is Hub for Students at Bunker Hill Community College."
- 2000, April 7. Press release. "Bunker Hill Community College Completes NEASC Accreditation Visit."
- 2000, April 11. Press release. "Good News articles." Describes NEASC re-accreditation visit and School to Work partnerships.
- 2000, May 9. Press release. "Good News." Describes President's Distinguished Service Award at Chelsea campus and Commencement speaker.

- 2000, May 17. Press release. "Guy Santagate To Receive Bunker Hill Community College President's Distinguished Service Award"
  - 2000, May 26. Press release. "Urban League President Dr. Joan Wallace-Benjamin to be Commencement Speaker at Bunker Hill Community College."
  - 2000, June 12. Press release. "Good News." Describes Commencement ceremony.
  - 2000, June 28. Press release. "Bunker Hill Community College students learn through service at Milton Grade School"
  - 2000, June 28. Press release. "Kerr Memorial Golf Tournament at Maynard Country Club Raises Scholarship Funds for Bunker Hill Community College."
  - 2000, July 10. Press release. "Dr. Rachel Ruiz Named New Dean of Community Education at Bunker Hill Community College."
  - 2000, July 25. Press release. "BHCC's Center for Self-Directed learning Allows Students to Learn at Their Own Pace."
  - 2000, August 1. Press release. "Member of Bunker Hill Community College executive staff elected to ACIIE Executive Board"
  - 2000, August 11. Press release. "Dr. Emily Dribble named new Executive Dean of Institutional Effectiveness at Bunker Hill Community College." (2 copies)
  - 2000, July 26. Press release. "Whether It's The Homeless, Her Parishioners or Students Adriene Anderson Brings Her Flock Hope and Purpose."
  - 2000. Press release. "Good News." Describes Fifield's appointment to WIB committee, medal at NCMPR award. Incomplete, page 2 only.
  - 2000. Press release. "Good News." Describes "Campus Day of Dialogue" and grant from BankBoston N.A. Charitable Trusts Services. Incomplete, page 2 only. 2 copies.
  - 2001, August 17. Press release. "Bunker Hill community College responds to the acts of terrorism aftermath."
  - 2002, January 17. Press release. "A united vision for a stronger tomorrow for Boston's Bunker Hill Community College." Incomplete.
  - 2002, June 24. Press release. "Amadou L. BA, PhD Appointed Senegal Ambassador to the US"
  - 2003, March 23. Press release. "Diverse Student Leadership makes BHCC a Dynamic College at 30 years."
  - 2003, November 24. Press release. "Diverse Student Leadership make BHCC a dynamic college at 30 years."
  - 2004, February 13. Press release. "Bunker Hill Community College Announced as Finalist for National Community Excellence Award."
  - 2004, March 23. Press release. "Martin Luther King's Daughter Speaks with Students at Bunker Hill Community College Human Rights Day."
  - 2004, April 23. Press release. "Reading Resident Receives 'Best Article of the Year Award 2003'"
  - 1999, October 15. Press release. "Bunker Hill Community College "Campus Day of Dialogue" To Discuss Race Related Challenges."
  - 2004, February 27. Press release. "New Dean Appointed to Bunker Hill Community College."
- RG024.07 – Undated Press Releases
- N.D. Press release. Professional Russian Hospitality participants on visit to BHCC.
  - N.D. Press release. Three Dorchester students received awards at Annual Awards Dinner.



- N.D. Press release. Larry Garron named coordinator of Recreation Management Option.
- N.D. Press release. New Recreation Management option added to Business Administration Program.
- N.D. Press release. Recreation Management program
- N.D. Press release. "Bunker Hill Community College Opens One of its Kind Adjunct Faculty Room." 2 copies.
- N.D. Press release. "Bunker Hill Community College Students Can Earn Credits to UMass Boston." 2 copies.
- N.D. Press release. "Bunker Hill Community College Names Lisa Damian Assistant Dean for Enrollment Management/Registrar."
- N.D. Press release. "Bunker Hill Community College Allied Health Program Receives Five Year National Accreditation." 2 copies.
- N.D. Press release. "BHCC President Fifield Joins U.S. Senator Kennedy at Roundtable Workforce Discussion, Bunker Hill Community College Opens International Center."
- N.D. Press release. "Bunker Hill Community College Student Accepted to the University of Pennsylvania."
- N.D. Announcement. Fiber-Optic based distance learning network. Includes example of what network will look like.
- N.D. Press release. Marsha Dennis Surgical Tech student received School Achievement Award.
- N.D. Press release. "Donna McFadden"
- N.D. Press release. "CEBO – Nurses/Social Workers Session"
- N.D. Press release. "Peter Davekos received Alumni Volunteer Award"
- N.D. Press release. "Diane Kelly receives Alumni Volunteer Award"
- N.D. Press release. "Rosemary Moran received 1994 Distinguished Alumni Award"
- N.D. Press release. "Duke Graham"
- N.D. Press release. "Graduates of Cambridge Biomedical Careers Program"
- N.D. Press release. "Dr. Robert G. Ross selected as 1995-6 American Council on Education Fellow"
- N.D. Press release. "Grant from National Science Foundation"
- N.D. Press release. "Two students from Poland will attend high school in Boston"
- N.D. Press release. "Registration for Spring – Charlestown and Chelsea"
- N.D. Press release. "BHCC Division of Health Care professionals will be giving a series of presentations"
- N.D. Press release. "Dr. Frank R. Schorn appointed Assistant to President for International Programs" (2 copies)
- N.D. Press release. "BHCC celebrates 20<sup>th</sup> anniversary with commemorative exhibit"
- N.D. Press release. "Registration will continue until July 6" (2 copies)
- N.D. Press release. "Business Administration Council formed at Charlestown campus of BHCC"
- N.D. Press release. "Greater Boston Urban Education Collaborative Signing Ceremony"
- N.D. Press release. "Bunker Hill Community College Alumni Association Harbor"
- N.D. Press release. "Paul Rivers honored at BHCC"
- N.D. Press release. "Susan Walling honored at BHCC"

- N.D. Press release. "Jean-Dany Joachim honored at BHCC"
- N.D. Press release. "Mary Moran honored at BHCC"
- N.D. Press release. "James Pessolano, Sr. honored at BHCC"
- N.D. Press release. "Wing Shin honored at BHCC"
- N.D. Press release. "Hayes and O'Connor honored at BHCC"
- N.D. Press release. "Robert DiGiovanni honored at BHCC"
- N.D. Press release. "Geraldine Curley honored for fifteen years of service"
- N.D. Press release. "Alessandro Massaro honored for fifteen years of service"
- N.D. Press release. "Joanne Manville honored for fifteen years of service"
- N.D. Press release. "Frances Melia honored for fifteen years of service"
- N.D. Press release. "Adele Hamblett honored for fifteen years of service"
- N.D. Press release. "John Campton honored for fifteen years of service"
- N.D. Press release. "Morgan Chickering honored for fifteen years of service"
- N.D. Press release. "Marjorie Langway honored for fifteen years of service"
- N.D. Press release. "Rudolph Bradbury honored for fifteen years of service"
- N.D. Press release. "Timothy McLaughlin honored for twenty years of service"
- N.D. Press release. "Annemarie Catina honored for twenty years of service"
- N.D. Press release. "Susan F. Donnelly honored for twenty years of service"
- N.D. Press release. "Mary Sweeney honored for twenty years of service"
- N.D. Press release. "Robert Cabral honored for twenty years of service"
- N.D. Press release. "Allied Health Certificate Program"
- 2000, April 4. Press release. "Bunker Hill Community College Names Lisa Damian Assistant Dean for Enrollment Management/Registrar." (Picture included).

#### RG024.08 - Press Release Binders

- 2001. Binder. "Press Releases."
- 2002. Binder. "Press Releases."
- 2003. Binder. "Press Releases."
- 2004. Binder. "Press Releases."

### **RG025 – Chelsea Campus**

#### RG025.01 – Chelsea Campus Background Information, Groundbreaking, and Opening.

##### 025.01.01 – Chelsea Campus Planning of New Chelsea Campus

- o 1996, August 19. Memo. From Wilma L. Bonaparte. To: Mon O'Shea. Re: Proposed Management Plan New Chelsea Campus.
- o 1997, May 9. Chelsea Campus Contacts.
- o 1997, November 5. Minutes. Job Meeting #31: Renovation of the Chelsea Post Office for Bunker Hill Community College.
- o 1997, November 12. Minutes. Job Meeting #32: Renovation of the Chelsea Post Office for Bunker Hill Community College.
- o 1997, November 19. Minutes. Job Meeting #33: Renovation of the Chelsea Post Office for Bunker Hill Community College.

- o 1997, December 3. Minutes. Job Meeting #35: Renovation of the Chelsea Post Office for Bunker Hill Community College.
- o 1997, December 10. Agenda. "Bunker Hill Community College Chelsea Campus Advisory Board."
- o 1997, December 10. Minutes. Job Meeting #36: Renovation of the Chelsea Post Office for Bunker Hill Community College.
- o 1997, December 12. Letter. From: William Hart, VP of Communications. To: Robert Prince, Manager of MBTA. Re: Request new bus route to accommodate the new Chelsea campus.
- o N.D. Subcontractor/Vendor List.
- o N.D. BHCC Chelsea Campus Classroom #.
- o 2004, April 7. Memo. From: Mike Gibbs, Office Environments Sales Representative. To: John Chirichiello. Re: quote/plan. Attached: building plans and quotes.
- o N.D. Room Sizes and Plans.
- o N.D. Chelsea Plan.
- o N.D. Ideas for Short-Term Training Needs/Opportunities.
- o 2004, March 5. Chelsea Campus Educational Interest Survey. 3 copies.
- o 2004, May 25. Memo. From: Lee Hines and Paul Tortolani. To: Jane Milley, Beryl Davis, Judith Burnett, Greg Lamontagne, Bill Sakamoto, Len Mhlaba. Re: Chelsea Campus.
- o 2004, February 20. Memo. From: Emily Dibble, Executive Dean of Institutional Effectiveness. To: Mary Fifield, President. Re: Chelsea data for program planning—a summary.
- o 2004, May 25. Memo. From: Lee Hines and Paul Tortolani. To: Jane Milley, Beryl Davis, Judith Burnett, Greg Lamontagne, Bill Sakamoto, Len Mhlaba. Re: Chelsea Campus.
- o N.D. Course/Program Ideas for the Chelsea Campus.
- o 2004, June 7. Memo. From: Dr. Lee Hines, Interim Dean of Professional Studies. To: Dr. Jane Milley, Interim Vice President. Re: Chelsea Adjunct Instructor Expense.
- o 2004, May 13. Email. From: Lee Hines. To: Paul Tortolani. Re: Chelsea Plan.
- o 2004, May 19. Memo. From: Lee Hines and Paul Tortolani. To: Chelsea Working Group. Re: Chelsea Campus: A Strategy.

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#### 025.01.02 – Groundbreaking Ceremony

- o 1996, November 20. Invitation to attend groundbreaking ceremony. 2 copies.
- o 1997, April 14. Memo. "Good News" From: President Fifield. To: BHCC Faculty and Staff. Re: Announcing groundbreaking ceremony.
- o 1997, April 30. Program Celebrating the Rebirth of the Old Chelsea Post Office as the New BHCC Chelsea Campus. 2 copies.
- o 1997, May 1. Press release. "BHCC Breaks Ground for New Chelsea Campus."
- o N.D. Press release. "Bunker Hill Community College Chelsea Campus Groundbreaking Ceremony to Take Place on April 30."
- o N.D. Press release. "History Making Ground Breaking: Bunker Hill Community College's Chelsea Campus."

- o N.D. Advertisement. Groundbreaking Celebration.
- o N.D. List. Individuals and businesses who have been influential in making groundbreaking possible.
- o N.D. President Fifield opening remarks for ground-breaking ceremony.
- o N.D. Letter. From: President Fifield. To: Representative Eugene O'Flaherty. Re: Thanking him for making groundbreaking possible. 2 copies. Includes photo.
- o N.D. Letter. From: President Fifield. To: Representative William Reinstein. Re: Thanking him for making groundbreaking possible. 2 copies. Includes photo.
- o N.D. Letter. From: President Fifield. To: City Manager Guy Santagate. Re: Thanking him for making groundbreaking possible. 2 copies. Includes photo.
- o N.D. Letter. From: Kathy Giordano, BHCC Marketing. To: Jennifer Edmond. Re: Sending photographs of groundbreaking.
- o N.D. Photograph. Ann Hyde, Eugene O'Flaherty, Thomas Birmingham, Mary L. Fifield, Lark Palermo, Guy Santagate, Wilma Bonaparte, and Arthur Bergeron at groundbreaking ceremony. 2 copies.
- o N.D. Photograph. Betsy Shore-Gross, Juan Vega, Arthur Bergeron, Robert Durand, Marcia Molay, Thomas Birmingham, Robert Khuen, William Craft, James Alexander, and Mary Fifield.
- o N.D. Photograph. Arthur Bergeron, Juan Vega, James Alexander, Robert Khuen, Thomas Birmingham, and William Craft.
- o N.D. Photograph. Mary Fifield, Thomas Birmingham, and James Alexander.

#### 025.01.03 – Background Information Chelsea Campus

- o N.D. Bunker Hill Community College Chelsea Campus Background Information. 2 copies.
- o N.D. Background Sheet: Chelsea Campus Bunker Hill Community College. 2 copies.
- o N.D. Bunker Hill Community College Chelsea Campus Background.
- o N.D. Document. "Chelsea Campus Facilities and Cambridge Satellite information."
- o N.D. "Bunker Hill Community College." Background information about renovation and campus at Chelsea.
- o N.D. "The Chelsea Campus of Bunker Hill Community College." Background information about campus and programs.
- o N.D. Misc. paragraph of information about Chelsea campus.
- o N.D. Bunker Hill Community College Chelsea Campus: Campus and Student Profile.

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#### 025.01.04 – Chelsea Campus Opening Ceremony

- o 1997, April 30. Program. "Celebrating the Rebirth of the Old Chelsea Post Office as the New BHCC Chelsea Campus." 2 p.
- o 1998, January 2. Confidential Memo. From: Connie Kastelnik. To: Mary Fifield. Re: Communications plans for opening of new Chelsea campus.
- o 1998, January 24. Invitation. Opening Ceremony. 2 copies.
- o 1998, January 24. Program. Opening Ceremony. 2 copies.
- o 1998, January 24. Press release. "Bunker Hill Community College Dedicates New Chelsea Campus."

- o 1998, January 24. Press advisory. Scheduled Times and locations for the Opening Ceremony.
- o 1998, January 24. Media alert. "Bunker Hill Community College to Celebrate Opening of New Chelsea Campus."
- o 1998, January 26. Letter. From: Kathy Giordano. To: William Hart. Re: Individuals who helped at Chelsea campus opening ceremony.
- o 1998, January 28. Press release. "Delivering a college education: Bunker Hill C.C. opens campus at old Post Office."
- o 1998, February 24. Invitation. Appreciation Reception and Dinner.
- o N.D. Photograph. Ribbon cutting ceremony. Lark Palermo, Wilma Bonaparte, Thomas Cunha, A. Paul Cellucci, Mary Fifield, Robert Durand, Thomas Birmingham, Eugene O'Flaherty, and Guy Santagate.
- o N.D. Advertisement. Message from Mary Fifield to "Chelsea Neighbors" announcing new campus. Includes photograph.
- o N.D. Ribbon from ribbon cutting ceremony.

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#### 025.01.05 – Chelsea Campus Financial Contributors

- o 1999, October 25. Memo. From: Karen Weidner-Duclos. To: Maureen Pompeo Re: Reception celebrating new Chelsea Campus and Kayem Foods as a founding donor.
- o 1999, October 25. Flyer. Reception celebrating new Chelsea Campus and Kayem Foods as a founding donor.
- o 2002, February 4. Press release. "Bunker Hill Community College Chelsea Campus Recognizes Benefactors."
- o 2002, February 4. Email. From: Barbara Olson. To: Donna Tambascio. Re: Celebration for 'Wall of Recognition'.
- o 2002, February 7. Invitation. Reception celebrating unveiling of 'Wall of Recognition'.
- o 2002, February 7. Flyer. Celebration ceremony to unveil 'Wall of Recognition'.
- o 2002, February 7. Program. Chelsea Wall Event.
- o 2002, February 7. Wall of Recognition Reception talking bullet points. Anne Hyde and Mary Fifield.
- o 2002, February 15. Email. From: Mary Fifield. To: Barbara Olson. Re: Thank those who donated supplies to the Wall of Recognition Reception.
- o 2002, February 15. Letter. From: Donna Tambascio. To: Joshua Resnek. Re: Correction of press coverage from the Chelsea Wall of Recognition reception.
- o N.D. Announcement. Ray Monkiewicz of Kaem Foods was receiving Award for commitment to Chelsea Campus.
- o N.D. Letter. Pledges to Chelsea Campus.
- o N.D. Letter. Pledges to Chelsea Campus.

#### 025.01.06 – Newspaper Clippings about Construction, Dedication, and Opening of Chelsea Campus

- o 1995, December 24. Newspaper clipping. "Old Post Office may be College Site." *Boston Sunday Globe*.

- o 1997, April 23. Newspaper clipping. "Groundbreaking Set for Next Week for Chelsea's Campus of Bunker Hill." *Chelsea Record*.
- o 1997, April 25. Newspaper clipping. Advertisement inviting community to groundbreaking ceremony. *Chelsea Record*.
- o 1997, May 2. Newspaper clipping. "Bunker Hill CC Breaks Ground at Chelsea Campus." *Boston Herald*. 2 copies.
- o 1997, May 9. Newspaper clipping. "Ground breaking in Chelsea." *Boston Business Journal*.
- o 1997, May. Newspaper clipping. "Officials hold groundbreaking for Bunker Hill"
- o 1997, May. Photograph. Thomas Birmingham, Guy Santagate, and Robert Kuhen at groundbreaking ceremony.
- o 1997, May. Photograph. Chelsea Post Office.
- o 1997, June 22. Newspaper clipping. "Satellite for Chelsea." *The Boston Sunday Globe*. 2 copies.
- o 1997, November 11. Newspaper clipping. "Revamped Post Office Is Special Delivery for Chelsea." *Banker and Tradesman*.
- o 1997, December 22. Newspaper clipping. "Chelsea City Manager Fights to Save the Soul of the City." *Banker and Tradesman*.
- o 1998, January 14. Newspaper clipping. Spring Registration announcement for Chelsea Campus. *Revere Journal*.
- o 1998, January 16. Newspaper clipping. "Bunker Hill Community College's Chelsea Campus opens Jan. 24." *Chelsea Record*.
- o 1998, January 16. Newspaper clipping. "Meeting of Historic Massachusetts Community Revitalization coming to Chelsea." *Chelsea Record*.
- o 1998, January 16. Newspaper clipping. "Cellucci, Birmingham slated for Historic Massachusetts event." *Boston Herald*.
- o 1998, January 16. Newspaper clipping. Spring Registration announcement for Chelsea Campus. *Chelsea Record*.
- o 1998, January 18. Newspaper clipping. "Lectures and Forums post regarding Chelsea." *Boston Sunday Globe*.
- o 1998, January 18. Newspaper clipping. "History group in annual meeting." *Boston Sunday Globe*.
- o 1998, January 19. Newspaper clipping. Calendar item announcing opening ceremony. *Banker and Tradesman*.
- o 1998, January 19. Newspaper clipping. "Start-Ups and Openings: Bunker Hill Community College." *Banker and Tradesman*.
- o 1998, January 21. Newspaper clipping. Announcement of opening ceremony. *Chelsea Record*.
- o 1998, January 22. Newspaper clipping. "BHCC opens new Chelsea campus." *Everett Leader Herald News Gazette*.
- o 1998, January 22. Newspaper clipping. Calendar item announcing opening ceremony. *La Semana*. (Spanish)
- o 1998, January 23. Newspaper clipping. "Gov. Cellucci to Attend BHCC Grand Opening Tomorrow." *Chelsea Record*.

- o 1998, January 27. Newspaper clipping. "New life for Bellingham Square." *Boston Globe*. 2 copies.
- o 1998, January 28. Newspaper clipping. "Delivering a college education: Bunker Hill C. C. opens at old Post Office." *Chelsea Record*.
- o 1998, January 29. Newspaper clipping. "Bunker Hill Community College Dedicates Chelsea Campus." *Everett Leader Herald News Gazette*.
- o 1998, January 30. Newspaper clipping. "A Major Difference for Chelsea." *Chelsea Record*.
- o 1998, January 30. Newspaper clipping. "New Bunker Hill College Campus has Historic Flair." *Chelsea Record*.
- o 1998, February 1. Newspaper clipping. "City Manager Knows his History." *Boston Sunday Globe*.
- o 1998, February 2. Letter. From: Kathleen Giordano. To: Roseanne Powelec. Re: Sent photographs for newspaper publication.
- o 1998, February 8. Newspaper clipping. "Bunker Hill comes to Chelsea." *Boston Sunday Globe*.
- o 1998, February 11. Newspaper clipping. "Bunker Hill Opens New College Campus in Chelsea." *East Boston Sun Transcript*

#### RG025.02 – Chelsea Campus Programs

##### 025.02.01 – Chelsea Campus Adult Basic Education (ABE) Program

- o 1997, January 17. Press release. "Bunker Hill Community college Chelsea Campus Adult Basic Education Program student Recognition Ceremony."
- o 1997, May 14. Letter. From: Jan Bonanno. To: Gene O'Flaherty. Re: Thank you for agreeing to participate in ABE awards ceremony.
- o 1997, May 21. Program. Chelsea Literacy and Transition Program Awards Ceremony.
- o 1997, May 21. Press release. "Adult Basic Education Certificate award Ceremony."
- o 1997, May 22. Press release. "Bunker Hill Community College – Chelsea Campus Holds Adult Basic Education Certificate Award Ceremony." 2 copies.
- o 1997, December 16. Press Release. Information about ABE program.
- o 1997, December 17. Press release. "Adult Basic Education Program Student Recognition Ceremony."

##### 025.02.02 – ESL Patient Care Assistant Program

- o 1996, June 27. Press release. "ESL Patient Care Assistant Program Offered at BHCC/Chelsea Campus."
- o 1996, July. Press Release. ESL Patient Care Assistant Program
- o 1996, July. Flyer. Information sessions for ESL Patient Care Assistant Program. 2 copies.
- o 1996, July. Brochure. Information sessions for ESL Patient Care Assistant Program.

##### 025.02.03 – MITC Center, Chelsea Campus

- o 1995, December 7. Press release. "MITC to be opened on December 7."

- o 1995, December 7. Press release. "Lt. Governor Cellucci Officially Opens MITC Center in Chelsea."
- o N.D. Agenda. MITC Ribbon Cutting Ceremony.

RG025.03 – Press Releases and Newspaper Clippings – Chelsea Campus

- 1997, November 18. Press release. "BHCC Chelsea Campus Requests Return of Educational Needs Survey."
- 1998, January 24. Press release. "Vacant Post Office Transformed into State-of-the-art Community College."
- 1998, March 23. Press release. "Revere Resident Appointed Acting Dean of Bunker Hill community College's Chelsea Campus."
- 1998, September 28. Press release. "Bunker Hill Community College Celebrates Chelsea Campus Purchase."
- 1998, November 18. Press release. "BHCC Chelsea Campus Requests Return of Educational Needs Survey."
- 2004, August 12. Newspaper Article. "Secondary Education [Chelsea post-secondary schools for nursing]" *Chelsea Record*.
- 2004, September 2. Newspaper Article. "Schools and Education: BHCC Chelsea Campus Weekend Nursing Program" *Winthrop Sun Transcript*.
- 2005, March 3. Newspaper Article. "Se Cierra Plazo Para Salvadoreños con TPS" (Deadline closes for Salvadoreans with TPS). *El Mundo*. Torres, Maximo.
- N.D. Press release. "New Shuttle Buses for Bunker Hill Community College."
- N.D. Press release. "Find the Medical Coding Specialist Certification Program at the Chelsea Campus on Evenings and Weekends!"
- N.D. Press release. "Medical Coding Specialist Certification Program is Here at the Chelsea Campus on Evenings and Weekends!" 2 copies.
- N.D. Press release. "Microsoft Office Specialist Certification."
- N.D. Newspaper clipping. "Chelsea Remembers Columbus: Residents Lay Wreaths at Statue in Chelsea Square to Commemorate the Explorer." 2 copies.

RG025.04 – Chelsea Campus Communications (Communications from Administration to Staff and/or Students, Campus Updates)

- 1994, April 1. Memo. From: Wilma L. Bonaparte. To: The College Community. RE: Second Annual International Spring Festival Chelsea Campus – Thursday, April 28, 1994.
- 1997, December 18. "Chelsea Campus Staff Spotlight – Spotlight on Suzanne Roche" Chelsea Campus Update.
- 1998, January 20. Letter. From: Jan Bonanno. To: BHCC Faculty and Staff. Re: Late registration for Chelsea Campus.



- 1998, February 13. Memo. From: Kristine Dow. To: Bill Hart. RE: Estimate for Chelsea Campus “Thank You” Reception And Dinner.
- 1998, February 23. Document. Final list of attendees for Chelsea Appreciation Reception and Dinner.
- 1998, April. Letter. From: Jan Bonanno. To: BHCC Staff. Re: Health Fair at Chelsea Campus.
- 1998, October 1. Memo. From: Wilma L. Bonaparte. To: Bill Hart. RE: Various Ongoing projects at the Chelsea Campus.
- 2000, December. Newsletter. Chelsea Update: A Publication from the Bunker Hill Community College Chelsea Campus Volume XXIX.
- 2003, May. Chelsea Update: A Publication from the Bunker Hill Community College Chelsea Campus.
- 2003, June. Chelsea Update: A Publication from the Bunker Hill Community College Chelsea Campus.
- 2003, November. Chelsea Update: A Publication from the Bunker Hill Community College Chelsea Campus. 2 copies of the Message from the President page.
- 2004, April. Chelsea Update: A Publication from the Bunker Hill Community College Chelsea Campus.
- 2004, May. Chelsea Update: A Publication from the Bunker Hill Community College Chelsea Campus.
- 2004, August 6. Meeting Minutes. “Chelsea Planning Meeting Notes.” 2 p.
- N.D. Letter. From: President Fifield. To: ‘Chelsea Neighbors.’ Re: Martin Luther King Jr. Day.

RG025.05 – Chelsea Campus Flyers, Brochures, etc.

- 1996, August 29. Memo. From: Wilma Bonaparte. To: BHCC College Community. RE: Fall 1996 Chelsea Campus Brochure – Late Registration. Includes 2 copies of the Chelsea Campus’ Fall 1996 Brochure. 5 p.
- 1997, Spring. Brochure. Chelsea Campus Courses.
- 1997, August. Letter. From: Wilma Bonaparte. To: BHCC Colleague. RE: Spread the word on Chelsea Campus courses.
- 1998, January 20. Brochure. Spring Chelsea Campus Courses. 2 copies.
- 1998, Spring. Bro
- 1998, August 4. Flyer. Chelsea Campus Child Focus Center Open House.
- 2001, May 23. Flyer. Business Card Exchange at Chelsea Campus.
- 2002, June 3. Advertisement. Registration for summer classes at Chelsea Campus.
- 2003, Spring. Advertisement. Registration for spring classes at Chelsea Campus.

- N.D. Summer courses offered at Chelsea Campus.

### **RG026 – Television and Movies Related to Bunker Hill Community College**

#### **RG026.01 – “Good Will Hunting”**

- 1997, October 20. Letter. From: Anne Hyde. To: Tracey Wong-McGrath [Miramax Films]. RE: Request to screen Goodwill Hunting with a 25th Anniversary fundraising event.
- 1997, December 12. Letter. From: William D. Hart [Bill Hart]. To: Tom Piechura [Senior Publicist Miramax]. RE: College asking permission to screen Goodwill Hunting.
- 1997, December 28. Newspaper clipping. “Movie Offers View of South Boston.” Sunday Republican.
- 1997, December 29. Newspaper clipping. “Good Will Comes to South Boston.” Enterprise.
- 1997, December 29. Newspaper clipping. “New Flick Treats Southies to Round of Fairness.” Daily Times Chronicle.
- 1998, January 6. Newspaper clipping. “Good’ Fellas.” Alston-Brighton Tab. 2 copies.
- 1998, January 16. Newspaper clipping. “Community College: a Symbol of Hope.” Boston Globe.
- 1998, January 22. Newspaper clipping. “Offering his Unique Perspective: Local Gay College Teacher Served as Consultant on ‘Good Will Hunting’.” Bay Windows. 2 copies.
- 1998, January 28. Newspaper clipping. “‘Good Will Hunting’ Crackles with Truth.” Eagle-Tribute.
- 1998, March 5. Press release. “Stop Hunting for ‘Good Will Hunting’ Stories Come to Bunker Hill for the Insiders’ View.” 2 copies.
- 1998, April 7. Newspaper clipping. “How Did ‘Good Will Hunting’ Portray Community Colleges?” Community College Times.
- 1998, April 8. Newspaper clipping. “‘Hunting’ for New Students.” The Boston Globe.

#### **RG026.02 – “Crossing Jordan”**

- 2001, February 28. “Untitled Tim Kring Project.” Pilot Script for series later known as “Crossing Jordan.” BHCC name used on page 6 and is mentioned on page 36 of script. Kring, Tim.
- 2001, March 8. Notice to NBC allowing them to use BHCC for “Crossing Jordan” pilot.
- N.D. “Untitled Tim Kring Project.” Synopsis of “Crossing Jordan” pilot episode.

### **RG027 – Departmental Information**

## RG027.01 – Criminal Justice Department

- 1995, October 16. Recommendations for changes to department based on report by George Tomberlin.
- 1995, October 19. Memo. Meet to discuss recommendations for changes to department based on report by George Tomberlin.
- 1996, February 9. Letter. From: Thomas Chuda. To: Paul Rivers. Re: Security at BHCC.
- 1996, February 14. Proposed Certificate Program. Certificate in Security Administration.
- 1996, April 17. Letter. From: Francis Morrissey, Associate Justice, Retired. To: Paul Rivers. Re: Arrangements for students to meet with judges.
- 1996, June 28. Memo. From: Paul Rivers. To: Jim Ware. Re: Judges visits to Criminal Justice students. 2 copies.
- 1996, October 2. Letter. From: Richard Boulware. To: Don Coughlin. Re: Thank you for guest lecture.
- 1996, November 4. Letter. From: Paul Rivers. To: Chief Justice Daher. Re: Thank you for meeting with criminal justice students.
- 1996, November 15. Letter. From: Francis Morrissey, retired Associate Justice. To: Mon O’Shea. Re: Participation in Criminal Justice Program. 2 copies.
- 1996, November 18. Letter from Paul Rivers. Re: Thank you for help with Criminal Justice Program.
  - To: Judge Bakas.
  - To: Chief Justice Tierney.
  - To: Judge Ireland.
  - To: Judge Summerville.
  - To: Judge Coleman.
- 1997, March. All Points Bulletin. Criminal Justice student newsletter (2 copies)
- 1997, March 24. Memo. From: Paul Rivers. To: Jim Ware. Re: Event sponsored by Criminal Justice Student Club.
- 1997, April 3. Agenda. Criminal Justice Department Meeting.
- 1997, April 8. Recommendation that Michael Hurley be Awarded Associate’s in Criminal Justice posthumously.
- 1997, April 8. Letter. From: Richard Boulware. To: Family of Michael Hurley. Re: Thank you for scholarship money given in Michael’s honor.
- 1997, April 14. Recommendation that Michael Hurley be Awarded Associate’s in Criminal Justice posthumously. 2 copies.
- 1997, April 17. Memo. From: Paul Rivers. To: Kristine Dow. Re: Michael Hurley Memorial Scholarship Award.

- 1997, July 3. Letter. From: Richard Rouse, Sherriff. To: President Fifield. Re: Pilot program for internships between Suffolk County Sherriff's Department and BHCC.
- 1997, July 24. Letter. From: President Fifield. To: Richard Rouse. Re: Thank you for being willing to host interns.
- 1997, November 26. Letter. From: Francis Morrissey. To: Paul Rivers. Re: Annual report of Criminal Justice students' trip to trial court.
- 2009, September 30. Report. "Institutional Profile." Boulware, Richard. Includes data tables. 6 pages.
- N.D. Memo. From: R. Boulware, Chair. To: CJ Faculty. Re: State of Affairs/Request for Input.
- N.D. Document. "Criminal Justice Department."
- N.D. Invitation. From: Criminal Justice Club. To: Paul Rivers. Forum.
- N.D. Document. "Criminal Justice Survey."
- N.D. Document. "Criminal Justice Degree Requirements." 2 copies.
- N.D. Document. "Review of Criminal Justice Programs." Includes two data pages with demographic information on the Criminal Justice program at Bunker Hill Community College. 3 p.

#### RG027.02 – Media Technology Department (Department No Longer Exists)

- 1986, April 14. Memo. From: Kathleen Assar. To: Roger Richards. Re: Elimination of Photojournalism degree.
- 1987, April 29. Agenda. Media Technology Review.
- 1987, May 15. Media Technology Review – Utz.
- 1987, June 9. Memo. From: Dr. Anne Minton. To: Dean Kathleen Assar. Re: Recommendations for Media Technology Department based on review by Utz.
- 1987, June 23. Memo. From: Bob Matorin. To: Tom Wylie. Re: Recommendations for Media Technology Department based on review by Utz
- 1987, May 12. List. Suggestions for Media Technology Advisory Board
- 1987, September 25. Letter. From: Rachel McCollum, Truman Scholar. To: President Shively. Re: Media Technology Department.
- 1989, August 3. Agreement between Fitchburg State College and BHCC Media Technology Department.
- 1989, December 1. Memo. From: Nancy Yake. To: Anne Minton. Re: Director of Media Technology department position.
- 1990, January 24. Discussion of cancellation of scriptwriting class.
- N.D. BHCC Internship Site Possibilities for Media Technology department.
- N.D. Media Technology program description.

- N.D. Media Technology Department Degree Requirements. 2 copies.

### **RG028 – BHCC Responds**

#### **RG028.01 – September 11, 2001 Terrorist Attacks**

- 2001, August 17. Press release. “Bunker Hill Community College responds to the acts of terrorism aftermath.”
- 2001, September 13. Memo. From: President Fifield. To: BHCC College Community. Re: Activities related to attack.
- 2001, September 17. Memo. From: Kenneth A. Tashjy. To: All Community College Presidents. Re: 9/11 attack and FBI Investigation.
- 2001, September 18. Memo. From: President Fifield. To: Bill Hart. Re: Appointment of Ad Hoc Response Team.
- 2001, September 18. Advisory Bulletin. Hate Crimes. Commonwealth of Massachusetts.
- 2001, September 18. BHCC Newsletter Discussing 9/11 reactions.
- 2001, September 28. Memo. From: Kenneth Tashjy. To: All Community College Presidents. Re: Activation of military reservists.
- 2001, October 1. Obituary. BHCC alumnus that died in 9/11 attack. Boston Globe.
- 2001, October 2. Letter. From: President Fifield. To: BHCC students. Re: 9/11 attack and hate crimes.
- 2001, October 16. List of events surrounding 9/11 attacks.
- 2001, October 18. Memo. From: Ad Hoc Response Team. To: President Fifield.
- 2001, October 24. Notes. BHCC Ad Hoc Response Team meeting.
- 2001, October 31. Agenda. Ad Hoc Response Team meeting.
- 2001, December 5. Agenda. Ad Hoc Response Team meeting.
- 2002, April 8. Press release. “Teaching and Learning about the Middle East conference – Friday April 12, 2002.”
- 2002, April 12. Brochure. “Teaching and Learning about the Middle East Conference.”
- 2002, May 2. Memo. From: Kenneth Tashjy. To: All Community College Presidents Re: Patriot Act.
- 2003, September 11. Program. Remembrance Gathering for 9/11 attacks.
- N.D. Flyer. If you are still feeling effects of 9/11. 2 copies.
- N.D. Reporting of Discrimination and Hate Crimes at BHCC

### **RG029 – International Travel**

#### **RG029.01 – Faculty lead trip to the USSR (1983-1984)**

##### **RG029.01.01 - Reflections**

- N.D. Essay. “Observations and Reflections on my Visit to the U.S.S.R.” Howland, D. F.

- 1984, January. Essay. "How Toby and David Spent Their Winter Vacation." Brooks, Toby and David.
- 1984, January. Journal. "Tbilisi." Howland, Margaret E. C.
- N.D. Letter. From: Pat Burr. To: Anonymous Soviet Government Entity. Re: Poor treatment in Leningrad airport while leaving the country.
- N.D. Essay. Opinions of the Russian people. Manfra, Carol.
- N.D. Essay. New Year's Eve conversations with Russian natives.
- N.D. Essay. Contrasts in the Soviet Union. Rukstalis, Maureen.
- N.D. Essay. Flight from Tbilisi in Georgia to Kiev in the Ukraine. Webber, Agnes M.

#### **RG029.01.02 – Itineraries**

- N.D. Document. "Bunker Hill Community College Proposed Itinerary for Trip to the Soviet Union." 2 copies.
- N.D. Document. "Bunker Hill Community College Proposed Itinerary for Trip to the Soviet Union." With handwritten notes.
- 1983, April 4. Letter. From: Linda Weinstein. To: Jean Marcus. Re: Revised itinerary and new locations.
- N.D. Document. "Suggested Itinerary U.S.S.R. March 18-April 3, 1983" Crimson Travel Service.
- 1982, September 3. Letter. From: Leopold Muszkat, Crimson Travel Service. To: Linda Weinstein. Re: Suggested itinerary.
- 1983, October 29. Letter. From: Jean L. Marcus, Consortium for International Education. To: Brenda Robinson Krieger, Philip, Linda. Re: Proposed itinerary and prices.
- 1982, September 22. Document. Draft of Itinerary, December 29-January 15 and March 11-March 27 1983. 6 p.
- 1982, December 7. Letter. From: Linda Weinstein. To: Jean Marcus. Re: Three possible itineraries for consideration.
- 1982, October 29. Proposed itinerary 5/27-6/11, '83.
- N.D. Notes. Itinerary planning. Handwritten. 3 p.
- N.D. Document. "Bunker Hill Community College Proposed Itinerary for Trip to the Soviet Union Choice #3."
- N.D. Document. Drafts of first, second, and third choice itineraries and planning documents. 17 p.
- 1982, July 27. Letter. From: Linda Weinstein. To: Jean Marcus. Re: Itinerary planning and possible locations March 11 until March 27, 1983. 2 p.

#### **RG.029.01.03 – Correspondence**

- 1982, November 22. Memo. From: Laurama Pixton. To: Philip Kukura. Re: List of initiatives and American Soviet Cultural Exchange.

- 1983. August 24. Letter. From: Jean L. Marcus, Consortium for International Education. To: Brenda Robinson Kreiger, Linda Weinstein, and Philip Kukura. Re: Gathering a group of students for the trip and further correspondence.
- 1983. Memo. From: Linda Weinstein. To: Brenda Robinson-Krieger. Re: Teaching responsibilities for the three-credit course Exploring Soviet Culture and the responsibilities of being a tour leader.
- 1983, October 18. Letter. From: Linda Weinstein. To: "Friends," Trip attendees. Re: New Instructions for getting a Soviet Visa.
- 1983, September 26. Letter. From: Linda Weinstein. To: "Friends," Trip attendees. Re: Packing. 4 p. 2 copies.
- 1983, November 8. Letter. From: Linda Weinstein. To: "Friends," Trip attendees. Re: Syllabus for course work.
- N.D. Letter. From: Philip Kukura and Linda Weinstein. To: "Friends and students." Re: Information about upcoming trip, and recruitment of students to attend.
- 1983, May 10. Letter. From: Linda Weinstein and Philip Kukura. To: Academic Deans. Re: Request for flyers to be posted for trip to the Soviet Union.
- 1984, March 23. Letter. From: Phil and Linda. To: "Friends." Re: Journals entries and write ups available for the whole group. Prospect of going back to the Soviet Union
- 1984, March 20. Letter. From: Linda Weinstein. To: Sergei Nikitin, Director of Intourist. Re: Poor treatment when leaving the country and negotiations to get permission for a few Soviet families to emigrate. 3 p.
- 1982, September 24. Letter. From: Andrew Borey, Garber Travel. To: Philip F. Kukura. Re: Trip postponement until 1984.
- 1983, December 13. Letter. From: Linda Weinstein. To: "Friends," Trip attendees. Re: What to prepare for the trip and cultural differences. 5 p.
- 1983, December 5. Letter. From: Jean. To: Linda and Philip. Re: Upcoming trip, attachments about itineraries and flights. Attachments included. 9 p.
- 1983, December 16. Letter. From: Jean L. Marcus. To: whom it may concern. Re: Authorization for Philip Kukura and Linda Weinstein to charge medical bills for students to Studiosus Reisen.
- 1983, November 30. Letter. From: Studiosus Reisen. To: Linda Weinstein. Re: Voucher for services. Voucher attached. 2 p.
- 1984 March 1. Letter. From: Phil. To: "Friends," Trip attendees. Re: Post trip gathering.
- 1984, February 27. Letter. From: Linda Weinstein. To: "Friends," Trip attendees. Re: Visiting Refuseniks while visiting the Soviet Union. 4 p.

#### **RG029.01.04 – Concurrent Course Materials**

- N.D. Document. "Exploring Soviet Culture: A Field Trip to Five Soviet Capitals." Draft. 2 p.

- N.D. Document. “Exploring Soviet Culture: A Field Trip to Five Soviet Capitals.” Updated. 2 p.
- N.D. Document. “Exploring Soviet Culture: A Field Trip to Five Soviet Capitals.” Draft with handwritten notes. 3 p.
- 1983. Document. “Topic and Reading Assignments II.” The Soviet Union – Yesterday and Today. Kukura and Weinstein.

#### **RG.029.01.05 – Miscellaneous**

- 1984, January 23. Newspaper Clipping. “Travelling through the U.S.S.R.” Part 1. Third Rail. Weinstein, Linda.
- 1984, February 8. Newspaper Clipping. “Travelling through the U.S.S.R.” Part 2. Third Rail. Weinstein, Linda.
- 1984, February 22. Newspaper Clipping. “Travelling through the U.S.S.R.” Part 3. Third Rail. Weinstein, Linda.
- N.D. Document. “VISA information.”
- N.D. Document. List of people attending the trip to the Soviet Union. 3 p.
- 1982, Fall. Newsletter. “International News Exchange.”
- N.D. Notes. Budget planning and marketing. Handwritten.
- N.D. Document. Flight schedule 28 December – 15 January.
- N.D. Document. “Winter Festival in Russia Program.” 3 p. 2 copies.
- 1983, November 30. Document. Russia Group Roster.
- 1983, November 23. Document. Rooming List. Russian and English Languages.
- N.D. Document. “Russian Trip Evaluations.” 8 p.
- N.D. Document. “\$ Expended in USSR.” Handwritten. 2 p.

#### **RG029.01.06 – Boston Welcome Back Center**

- N.D. Folder. “Boston Welcome Back Center for Internationally Educated Nurses.”
- N.D. Sticker. “Boston Welcome Back Center for Internationally Educated Nurses.”
- N.D. Pamphlet. “Boston Welcome Back Center for Internationally Educated Nurses.” 7 copies.
- N.D. Flyer. Judith I Gill Ph.D. and Mayor Thomas M. Menino at the grand opening of Boston’s Welcome Back Center for Internationally Educated Nurses. 4 copies.

### **RG030—Learning Community**

#### **RG030.01—Building the Engaged Campus (2007-2009)**

##### **Folder 1**



- 2006, October 10. Memo. From: Emily Dibble. To: All Faculty and Staff. Re: Building the Engaged Campus – Call for Participation in Title III. Includes interest form. 3 p.
- 2007. Document. “Engaged Campus Affiliated Learning Community Interest Form.”
- 2007, April 9. Minutes. Outcomes and Assessment Design Team. 4 p.
- 2007, April 17. Memo. From: Lori A. Catallozzi. To: Outcomes and Assessment Design Team. Attached are “Handbook Bibliography: Collaborative Learning Theory, History, and Rationale” and “Table of Contents: Assessment in and of Collaborative Learning.” 8 p.
- 2007, May 10. Minutes. Outcomes and Assessment Design Team. 4 p.
- 2007, May 16. Minutes. Outcomes and Assessment Design Team. 3 p.
- 2007, July 26. Memo. From: Lori Catallozzi, Director of Learning Communities. To: Charles Abasa-Nyarko, Vice President of Academic Affairs. Re: The Learning Community Seminar. 4 p.
- 2007, July 26. Document. “Achieving the Dream, Community Colleges Count.” 12 p.
- 2007, July 26. [“Building the Engaged Campus Website—Overview”]
- 2007, July 26. [“Building the Engaged Campus Website—Outcomes and Assessment Design Team”]
- 2007, September 13. Minutes. Outcomes and Assessment Design Team. 2 p.
- 2007, September 20. Memo. From: Lori Catallozzi, Director of Learning Communities. To: Learning Community Seminar Design Team. Re: Draft of text for master schedule insert/brochure.
- 2007, September 25. Minutes. Learning Outcomes and Assessment. 2 p.
- 2007, October 11. Minutes. Title III Outcomes Assessment Team. 2 p.
- 2007, October 23. Minutes. Outcomes and Assessment Design Team. 3 p.
- 2007, November 8. Minutes. Outcomes and Assessment Design Team. Includes a copy of the agenda for the next meeting. 3 p.
- 2007, November 29. Agenda. Outcomes and Assessment Design Team.
- 2007, December 20. Minutes. Engaged Campus Task Force. 4 p.
- c. 2008-2009. Form. “Common Interest Learning Community Proposal Form: Fall 2008/Spring 2009 — Senegal Educational Exchange and Service (SEE – Serve) Common Interest Group.” From: Kiruba Murugaiah, Professor, Mathematics Department. 3 p.
- c. 2008-2009. Form. “Common Interest Learning Community Proposal Form: Fall 2008/Spring 2009 – Community Engagement & Service Abroad - Senegal.” From: Scott Benjamin, Professor, Biology Department. 3 p.
- c. 2008-2009. Form. “Common Interest Learning Community Proposal Form: Fall 2008/Spring 2009 – STEM LC.” From: Elizabeth Dunphy. 5 p.

- c. 2008-2009. Form. "Common Interest Learning Community Proposal Form: Fall 2008/Spring 2009 – Becoming a Savvy International Business Executive (Entrepreneurship)." From: Guixia Yin. 3 p.
- c. 2008-2009. Form. "Common Interest Learning Community Proposal Form: Fall 2008/Spring 2009 – For Parents and Child Care Givers: Bringing Literacy into Children's Lives." From: Debby Fuller. 5 p.
- 2008, February 26. Minutes. Engaged Campus Task Force. 5 p.
- 2008, March 11. Agenda. Engaged Campus Task Force Meeting Agenda.
- 2008, March 11. Minutes. Engaged Campus Task Force. 4 p.
- 2008, March 13. PowerPoint Presentation. "Preview of the Fall 2008 Learning Communities." 15 p.
- 2008, March 14. Proposal. "Connect U: A Pathways to College Book Club & Learning Community." The "Connect U" Planning Group. Submitted to Lori Catalozzi, Director of Learning Communities. 5 p.
- 2008, March 31. Memo. From: President Mary Fifield. To: Diane Smith, Director of Library and Learning Commons. Re: Engaged Campus Web Design Team.
- 2008, April 1. Agenda. Engaged Campus Task Force.
- 2008, April 1. Minutes. Engaged Campus Task Force. 7 p.
- 2008, April 1. Memo. From: Dr. Emily Dibble, Title III Coordinator and Lori Catalozzi, Director of Learning Communities. To: Engaged Campus Task Force. Re: Proposal to Phase in Learning Community Seminar as a Graduation Requirement. 2 p.
- 2008, April 22. Agenda. Engaged Campus Task Force.
- 2008, April 22. Minutes. Engaged Campus Task Force. 4 p.
- 2008, May 1. Agenda. Engaged Campus Task Force.
- 2008, August 21. Minutes. Engaged Campus Task Force. 3 p.
- 2008, August 25. Memo. From: Engaged Campus Task Force. To: Dr. Kathryn Mapstone; Tim McLaughlin; Rick Boulware; Meghan Callaghan; Ted Carlson; Mary Folan; Lloyd Sheldon Johnson; Alessandro Massaro; Natalie Oliveri; Lori Pennel; Sarah Satham; Michelle Schweitzer; Alan Shute; Robert Steeper; Paula Velluto; Anne Brown; Lori Catalozzi; Dr. S. Leonard Mhlaba; Dr. Bogusia Wojciechowska. Re: Charge to Ad Hoc Committee for Institutionalization of Learning Community Seminar. Includes a document on the Engaged Campus Web Design Team and data on Learning Community Seminar enrollment. 5 p.
- 2008, September 25. Agenda. Engaged Campus Task Force.
- 2008, November 13. Agenda. Engaged Campus Task Force.
- 2008, November 13. Minutes. Engaged Campus Task Force. 3 p.
- 2008, November 25. Agenda. Engaged Campus Task Force.

- 2008, November 25. Minutes. Engaged Campus Task Force. Includes a Learning Community Enrollment Report and a calendar for January. 5 p.
- 2008, December 18. Agenda. Engaged Campus Task Force.
- 2008, December 18. Minutes. Engaged Campus Task Force. 2 p.
- 2008. Document. "What are Common Interest Learning Communities & How Can You Participate?" Also attached are "Designing 'Common Interest' Learning Communities," "Common Interest' Learning Community Proposal Form: Fall 2008/Spring 2009."
- 2008. Booklet. "The Engaged campus & Achieving the Dream." 5 p. 2 copies.

## **Folder 2**

- 2009, January 28. Document. "Engaged Campus Initiative Organizational Chart 2007-2009." Includes a chart and table. 2 p.
- 2009, January 29. Agenda. Engaged Campus Task Force Meeting Agenda. Includes reports on Learning Community enrollment, Fall 2009 Community Seminar proposals, and a copy of the Engaged Campus organizational chart. 16 p.
- 2009, February 12. Agenda. Engaged Campus Task Force.
- 2009, February 12. Memo. From: Lori Catalozzi, Director of Learning Communities. To: Engaged Campus Task Force. Re: Fall 2009 Learning Community Issues for Task Force to Consider.
- 2009, February 12. Memo. From: Lori Catalozzi, Director of Learning Communities. To: Engaged Campus Task Force. Re: Fall 2009 Learning Community Seminar Proposals. Includes course descriptions for the proposed Learning Community Seminars. 4 p.
- 2009, February 12. Memo. From: Lori Catalozzi, Director of Learning Communities. To: Engaged Campus Task Force. Re: Fall 2009 Learning Community Cluster Proposals. Includes course descriptions for the proposed Learning Community Clusters. 3 p.
- 2009, February 12. Memo. From: Lori Catalozzi, Director of Learning Communities. To: Engaged Campus Task Force. Re: Spring 2009 Common Interest Communities. Includes descriptions of the proposed communities. 2 p.
- 2009, March 27. Minutes. Engaged Campus Task Force. 3 p.
- 2009, April 30. Agenda. Engaged Campus Task Force.
- 2009, April 30. Minutes. Engaged Campus Task Force. 4 p.
- 2009, April 30. Memo. From: Lori Catalozzi, Director of Learning Communities. To: Engaged Campus Task Force Members. Re: Learning Community Cluster Survey. Includes the survey. 4 p.
- 2009, May 22. Agenda. Engaged Campus Task Force.
- 2009, July 8. Report. "BHCC Engaged Campus Advising Initiative Survey Analysis." Whitman, Robert L. 12 p.
- 2009, July 9. Minutes. Engaged Campus Task Force. 8 p.

- 2009, August 17. Data. "Learning Community Seminar Support Services."
- 2009, August 20. Agenda. Engaged Campus Task Force.
- 2009, August 20. Minutes. Engaged Campus Task Force Meeting Minutes. 6 p.
- 2009, August 20. Data. "Learning Communities Retention: Fall 2008 to Spring 2009."
- 2009, August 20. Data. "Learning Community Seminar Demographics."
- 2009, Fall. Data. "Fall 2009 Learning Community Enrollment Report." 3 p.
- 2009, Fall. Data. "Fall 2009 Learning Community Enrollment Report." 3 p.
- 2009, September 18. Agenda. Engaged Campus Task Force.
- N.D. Document. "Outcomes and Assessment Design Team, Proposal for Fall Meetings."
- N.D. Document. "U.S. Department of Education: Title IIIA—Strengthening Institutions Program."
- N.D. ["Learning Communities at Various Community Colleges."]
- N.D. Document. "Curriculum Under the Looking Glass."
- N.D. Document. "Group II Sample Rubrics to Assess Thinking Skills." 9 p.
- N.D. Document. "Group II Sample Rubrics to Assess Thinking Skills." 17 p.
- N.D. Document. "BHCC Non-Unit Professionals—Title IIIA Brainstorming Session."
- N.D. Form. "Appendix U: U.S. Department of Education Grant Performance Report." 9 p.
- N.D. Flyer. "The engaged campus: building on our strong foundations." Includes a flyer for 2007 professional development workshops.
- N.D. Document. "Handout #1: Inquiry and Critical Thinking Rubric." 2 p.
- N.D. Document. "Handout #2: Mansilla's Framework for Assessing Interdisciplinary Understanding." 2 p.
- N.D. Document. "Handout #3: Parallels Between Our Team's Articulated Cognitive Learning Outcomes and Mansilla's Assessment Questions." 1 p.
- N.D. Document. "Handout #4: A Suggested Rubric Using Mansilla's Framework on Interdisciplinary Understanding." 2 p.
- N.D. Presentation. "Assessment of Learning Community Clusters." 5 p.
- N.D. Document. "Valencia Proposal-Student Learning Assessment Conference."
- N.D. Handbook. "Assessing Learning Communities at Bunker Hill Community College: A Packet for Faculty." 18 p.
- N.D. Report. "Building the Engaged Campus: Increasing Student Persistence, Retention, and Achievement." 50 p. 2 copies.
- N.D. Binder. "Learning Community Seminar Design Team." 154 p. Includes:
  - 2005, May/June. Article. "Where Are Learning Communities Now?" 7 p.
  - N.D. Document. "Pedagogy that Supports Learning Community Practice: A Brief Bibliography."

- 2007, September 20. Memo. From: Lori Catallozzi, Director of Learning Communities. To: Learning Community Seminar Design Team. Re: Draft of test for master schedule insert/brochure.
- 2007. Loose papers. "Organization Chart 2007." 2 copies.
- 2007. Loose papers. "Learning Community Seminar Design Team." 2 copies.
- 2007, February 23. Loose papers. "National Learning Community Director: Building the Engaged Campus at Bunker Hill Community College."
- N.D. Report. Bunker Hill Community College: Building the Engaged Campus: Increasing Student Persistence, Retention and Achievement 2006-2011." 50 p.
- N.D. Report. "Persistence Rates." 2 p.
- N.D. Report. "Student Success." 5 p.
- N.D. Loose papers. "Student Success – Valencia Community College." 4 p.
- 2007, April 5. Loose papers. "Learning in Community (LinC) - Valencia Community College." 3 p.
- 2005, Fall. Syllabus. "Valencia Community College Osceola Campus Student Success SLS 1122." 5 p.
- N.D. Loose papers. "First Year Experience – LaGuardia Community College." 5 p.
- N.D. PowerPoint Presentation. "[Learning Communities.]" 6 pages.
- 2007, March 28. Washington Center for Improving the Quality of Undergraduate Education. "Learning Communities." 26 p.
- N.D. Loose papers. "Maricopa Center for Learning and Instruction." Includes documents on integrated learning communities, models, feedback from students, and components of learning communities. 8 p.
- 2004-2005. Loose papers. "Learning Communities at LaGuardia." 19 p.
- N.D. Pamphlet. "Bunker Hill Community College Learning Communities."

#### RG030.02 - Learning Community Seminars and Clusters

- 2008. Pamphlet. "Bunker Hill Community College Learning Communities 2008-2009." Engaged Campus Office. Includes information on Learning Community Clusters and Seminars in addition to Common Interest Communities.
- 2008, Spring. Data. The document includes multiple charts related to Learning Community Seminar enrollment. 4 p.
- 2008, Spring. Syllabus. Decolonizing the mirror: exploring female identity and self-image. Includes an assignment description. Liya Escalera. 10 p.
- 2008, Spring. "Learning Community Seminars." Document advertising 11 learning community clusters. 3 p.

- 2008, Fall. Flyer. "Fall 2008 learning community clusters." 2 copies.
- 2008, Fall. Flyer. "Conquering the code: algorithms, analysis, & problem solving." Advertising a learning community cluster.
- 2008, Fall. Flyer. "Wolves, war, and Walden: important questions in environmental history." Advertising a learning community cluster.
- 2008, Fall. Flyer. "Rites, rituals and reasons: Western psychology meets African studies." Advertising a learning community cluster. 2 copies.
- 2008, Fall. Data. "LCS Graph." Includes calculations and graphs. 2 p.
- 2008, December 18. Document. "Fall 2009 Learning Community Proposals." 25 p.
- c. 2009. Data. "CCSSE Benchmark Scores: Learning Community Students vs. Non-LC Students." Includes packets of data comparing scores and survey questions. 14 p.
- 2009, Spring. Document. "Spring 2009 Learning Community Clusters." Includes course descriptions for all the Learning Community Clusters being offered that semester. 5 p.
- 2009, January 28. Data. "Learning Community Seminars by Program of Study." 2 p.
- 2009, June 9. Data. "Fall 2008 Learning Community Clustered Courses: Successful Completion of LCC vs. Like Courses by Cluster." Office of Institutional Effectiveness. 5 p.
- 2009, June 9. Data. "Spring 2009 Learning Community Clustered Courses: Successful Completion of Developmental and Gateway Courses by Type." Office of Institutional Effectiveness. 3 p.
- 2009, September 18. Email. From: Lori Catalozzi, Director of Learning Communities. To: Engaged Campus Task Force. Re: Spring 2009 Learning Community Seminar Offerings.
- 2009, September 18. Data. "Fall 2009 Learning Community Enrollment Report." Office of Institutional Effectiveness. 3 p.
- 2009. Data. "BHCC LCC Student Retention: Spring 2009 to Fall 2009."
- c. 2009-2010. Data. Contains graphs analyzing the learning outcomes for Learning Community Seminars in Fall 2008 and Spring 2009. Office of Institutional Effectiveness. 4 p.
- c. 2009-2010. Data. "BHCC LCS Student Retention."
- 2010, January 19. Data. "Success Rate of Learning Community Cluster Sections vs. All Other Sections." Office of Institutional Effectiveness. 5 p.
- c. 2009-2010. Data. "Fall 2009 Learning Community Seminar Student Terms Enrolled and Credits Completed."
- c. 2009-2010. Data. "Fall 2009 Learning Community Seminar Student Enrollment Status."
- c. 2009-2010. Data. Includes different charts for Learning Community Clusters, Seminars, and Common Interest Communities for Fall 2008 through Spring 2010. Office of Institutional Effectiveness. 11 p.

- c. 2010. Data. "Developmental Learning Community Clusters: Fall 2009 to Spring 2010 Retention." 5 p.
- c. 2010-2011. Data. Contains graphs analyzing the learning outcomes of Learning Community Clusters from Fall 2009, Spring 2010, and Fall 2010. Office of Institutional Effectiveness. 4 p.
- c. 2010-2011. Data. Includes graphs comparing the learning outcomes of Learning Community Seminars and Clusters from Fall 2009, Fall 2010, Spring 2010, and Spring 2011. 2 copies of the Fall graphs. Office of Institutional Effectiveness. 6 p.
- c. 2011. Data. Includes graphs and charts analyzing and comparing data from the Learning Communities. 21 p.
- c. 2011. Data. "Bunker Hill Community College: Community College Survey of Student Engagement (CCSSE): Comparison of Spring 2009 and Spring 2011." Compares data from the general student body to Learning Community students. 5 p.
- 2011, Fall. Syllabus. Exploring Boston Neighborhoods Online and On-Foot. Includes a course description, material requirements, and a semester schedule. Patricia Sheehy Colella. 6 p.
- c. 2011-2012. Data. Includes a chart comparing retention in Learning Communities between Fall 2010 to Spring and Fall 2011 and two copies of a chart depicting the enrollment status of students in Learning Community Seminars. Office of Institutional Effectiveness. 3 p.
- c. 2011-2012. Data. "Bunker Hill Community College: Fall-to-Spring & Fall-to-Fall Retention."
- c. 2011-2012. Data. "Bunker Hill Community College: Fall-to-Spring & Fall-to-Fall Retention: Fall 2010 First-time Full-time Students: LC Seminar vs. BHCC."
- c. 2012. Data. "Bunker Hill Community College: First-time Full-time Enrollment All Learning Communities."
- c. 2013-2014. Data. "Retention & Graduation by Term: Learning Community Seminar Students v. Non-Learning Community Seminar Students: Spring 2008-to-Spring 2013." Office of Institutional Effectiveness. Includes tables and charts. 29 p.
- c. 2015. Data. "Learning Communities Growth Chart: 2011-2015."
- N.D. Data. "Learning Community Enrollment Projections: Fall 2008 – Spring 2012." Office of Institutional Effectiveness.
- N.D. Survey. "Learning Community Student Survey." This is a blank copy of the survey, but there are some handwritten checks by questions. 2 p.

### **RG031—Community Services & Outreach**

#### **RG031.01—Community Services/Outreach Survey**

- N.D. Draft. [Community Agencies BHCC Employees are Affiliated with.] 4 pg. 2 copies.
- N.D. Memo. From: Gretchen Wass Rehak. To: Cookie.
- N.D. Draft. Community Services/Outreach Ventures. 2 copies.
- 1996, June 19. Memo. From: Gretchen Rehak. To: Wilma Bonaparte, Jan Bonanno, Susan Dole, Susan Donnelly, Kathy Giordano, William Hart, Nancy Keyes, Mark Rotundo, Milton Samuels. Re: Community Outreach Meeting. 3 pg.
- 1996, July 16. Memo. From: Grechen Rehak, Interim Director, Continuing Education & Business Outreach. To: BHCC Community. Re: Community Services/Outreach Survey. 2 copies.
- 1996, July 30. Memo. From: Gretchen Rehak, Associate Dean, Continuing Education & Business Outreach. To: BHCC Community. Re: Community Services/Outreach Survey.
  - Alessandre Massaro
  - Judy Benson
  - Geri Curley
  - Alyce Austis
  - Susan Donnelly
  - Jacki Kiddy
  - Judy Lindamood
  - Anna M. Melloni
  - Elizabeth S. Paltin
  - Mary Riordan
  - Paul Rivers
  - Robert Ross
  - Luke Salisbury
  - Alan Shute
  - Margaret Suby
  - Eve Marie Ward
  - Deborah Westaway

#### RG031.02—Community Outreach

- 1996, August 13. From: Cookie. To: Gretchen. Re: MGH Community Benefit Program Meeting. Attached is Memo from Joan Quinlan, Director of Community Benefit Programs at MGH, Request for Proposals, and Application for Funding for the MGH/Charlestown Substance Abuse Initiative. 8 pg.
- 1996, August 20. Memo. From: Danny Ryan, Coalition Coordinator. To: HCC Members. Re: Minutes of the August 20, 1996. 2 pg.
- 1996, May 21. Minutes. Healthy Charlestown Coalition.
- 1996, November 2. Letter. From: Danny Ryan, Coalition Coordinator. To: Coalition Member.
- N.D. [Notes of Kathy Giordano on Community Outreach.]



- 1996, May 20. Loose papers. Don't Panic.

#### RG031.03—Community Service Committee

- 1997, October 28. Letter. From: Kim Hottenstein. To: Kathy Giordano. Re: Meeting about BHCC Community Service Project.
- 1997, October 10. Memo. From: BHCC COMEC Coordinators: Tusi Gastonguay, Mary Provo & the Human Resources Team. To: Kathleen Giordano, Corporate & Community Development & Communications.
- October 9, 1997. Letter. From: Paul Richards, Bob Ross. TO: Cookie. Re: Meeting about Community Service.
- 1997, October 16. Letter. From: Kim Hottenstein, Paul Richards, Robert Ross. To: Cookie. Re: Three Year "Learn & Serve" Grant.
- 1997, October 9. Memo. From: Kathy Giordano. To: Vice President William Hart, Mark Rotondo, Acting Director of Marketing. Re: Community Service Committee. Attached letter from Paul Richards and Bob Ross.

#### **RG032.0—Parking**

##### RG032.1-Parking Proposals, Issues, and Grievances

- o 1983, June 10. Deed. Granting of Parcel P-15-2C1 to the Commonwealth of Massachusetts.
- o 1990, February 17. Revised Land Disposition Agreement by and between Boston Redevelopment Authority and The Commonwealth of Massachusetts acting by and through the Massachusetts Board of Regional Colleges.
- o 1994, October 19. Letter to Mr. Jan Jeffgood from John F. O'Brien. Subject, request for documents regarding the use and occupancy of Parcel P-15B1.
- o 1994, December 6. Letter from Marisa Lago to President C. Scully Stikes. Subject: Agreement to an extension of the License Agreement to use and occupy Parcel P-15B-1
- o 1995, November 20. Letter from Marisa Lago to President Maurice O'Shea. Subject. Refusal of the use and occupancy of Parcel P-15B-1. ( 2 Copies).
- o 1995, December 26. Letter from President Mon O'Shea to Ms. Marisa Lago, Director of the Boston Redevelopment Authority. Subject: Disputes regarding Parcel P-15B-1.
- o 1997, November 17. Memo. To: President Mary L Fifield. From: Jeanne-Marie Boylan. Re: BHCC/BRA.
- o 1997, November 20. Fax Cover Sheet. From: Paul L. Baccari. To: Jeanne-Marie Boylan, Treasurer.
- o 1998, March 3. Email Letter: via hand delivery. To: President Mary L. Fifield. From: Neal C. Tully. Re: Parking Lot.

- o 1999, August 17. Memo. From: James Juliana. To: All Full Time Faculty and Staff. RE: New Hanging Parking Permits.
- o 2000, Email. To: Mary L Fifield, President. From Stephen Carr Anderson. Subject: Proposal to Construct a Parking Garage for Bunker Hill Community College.
- o N.D. License Agreement by and between Boston Redevelopment Authority and Board of Trustees of Bunker Hill Community College.
- o 2012, August 21. Email. To: Full Time, Adjunct Faculty and Part Time Staff. From: Robert A Barrows, Director of Public Safety. Subject: Fall –2012 and Spring –2013 Parking Permits

### **RG033 – BHCC Administrator News (BHCC and non-BHCC sources)**

#### **RG033.01 Newspaper clippings (non-BHCC)**

##### **Box 1**

- o 2004, September 16. Newspaper clipping. “Hart has his pulse on higher education.” *Chelsea Record*. Schuman, Cary. One copy.
- o 2004, October 28. Newspaper clipping. “Fifield elected to Junior Achievement Board of Directors.” *Charlestown Patriot & Somerville Chronicle*.
- o 2004, October 28. Newspaper clipping. “Gail Lowe: WordPower.” *Beverly Citizen*. 2 copies (also copies from *Danvers Herald* and *Tri-Town Transcript*).
- o 2004, December 6. Newspaper clipping. “Wanted: leader with big ambition: college interviews 5 finalists for presidency.” *Metro West Daily News*. Breitrose, Charlie.
- o 2005, January 19. Newspaper clipping. “Leadership program tabs Lynn woman.” *Daily Item*.
- o 2005, March 18. Newspaper clipping. “Spring training: it’s nearly showtime for green-thumbed pair.” *Boston Globe*. Mooney, Brian C.

### **RG034 – BHCC Foundation**

**NOTE TO PHILLIP: Move BHCC foundation things from 017.08 to this RG, add new BHCC foundation docs here, too!!**

#### **RG034.01 Promotional Materials**

- 2002, February 7. Invitation. “Bunker Hill Community College Chelsea Campus Benefactors and Friends”
  - c. 2005, April 21. Invitation. From: Bunker Hill Community College Foundation, Inc.
  - c. 2005, April 25. Invitation. From: Bunker Hill Community College Foundation, Inc.
  - 2010, May 6. Flyer. “Building Our Future: A gala in celebration of BHCC’s new Health & Wellness Center.”
  - c. 2011, March 18. Flyer. "The Bunker Hill Community College Foundation, Inc. Expresses Gratitude to Our Supporters."
  - N.D. Flyer. “The Bunker Hill Community College Foundation, Inc Expresses Gratitude to Our Supporters.” (Red with floral designs).

RG034.02 Hampshire House (previously RG017.08.01)

- 1997 Event
- 1997, February 4. Memo. From Jim Miller. To: Paul Rivers, Pam Cinelli. Re: Upcoming Hampshire House event details.
- 1997, February 12. Memo. From: J.A. Miller. To: Paul Rivers. Re: Updates on Hampshire House Event.
- 1997, February 20. Memo. From: J.A. Miller. To: Pam Cinelli. Re: Hampshire House staff participation list.
- 1997, March 11. Letter. From: Lorraine Trethewey. To: Paul Rivers. Re: Draft of schedule of events. Includes time table/schedule of event, and notes regarding the Hampshire House Events. 4 p.
- 1997, February 28. Memo. From: Jim Miller. To: Pam Cinelli. Re: Hampshire House Event Menu Draft
- 1997, March 6. Memo. From: Jim Miller. To: Pam Cinelli. Re: Hampshire House Event Menu with Order Sheet. 2 p.
- N.D. Menu. "1890's on Beacon Hill: The 8<sup>th</sup> Annual Dinner at the Hampshire House." 2 p.
- 1997, March 24. Memo. From: Paul Rivers. To: Jim Ware. Re: Faculty Recognition for Lorraine Trethewey for Hampshire House event.
- 1997, March 24. Memo. From: Paul Rivers. To: Jim Ware. Re: Faculty Recognition for James A. Miller for Hampshire House event.
- 1997, March 24. Memo. From: Paul Rivers. To: Jim Ware. Re: Faculty Recognition for James W. Miller for Hampshire House event.
- 1997, April 2. Letter. From: Maureen Pompeo and Mary L. Fifield. To: James A. Miller. Re: Thank you for contribution to Hampshire House event.
- 1997, April 2. Letter. From: Maureen Pompeo and Mary L. Fifield. To: James W. Miller. Re: Thank you for contribution to Hampshire House event.
- 1997, April 2. Letter. From: Maureen Pompeo and Mary L. Fifield. To: Lorraine Trethewey. Re: Thank you for contribution to Hampshire House event.
- 1997, April 22. Letter. From: Maureen Pompeo and Mary L. Fifield. To: Frederick F. Foresteire. Re: Thank you for contribution of Everett High School students to Hampshire House event.
- 1997, March 18. Agenda. Hampshire House Program Timeline Draft for Discussion. 3 p.
- 1997, March 18. Agenda. Hampshire House Program Script Draft for Discussion.
- N.D. Floorplan of Hampshire House.
- 1997. Draft. 1997 Hampshire House Auction Items. 2 p.
- 1997, March 10. Agenda. Bunker Hill Community College Foundation, Inc. Board of Directors Special Focus Meeting for The Evening at the Hampshire House event.

- 1997, March 9. Hampshire House Ticket, Donations Auction Items.
- N.D. Program. An Evening at the Hampshire House event program Draft. 2 p.

#### 1998 Event

- 1998, April 27. Letter. From: Maureen Pompeo and Mary Fifield. To: Paul Rivers. Re: Thank you for contributing to the Hampshire House event.
- N.D. Letter: From: Maureen Pompeo. To: BHCC Foundation Trustees. Re: Request for assistance with Hampshire House event. Draft.
- 1998, March 3. Letter. From: William D. Hart [Bill Hart]. To: Dianela Correria. RE: Invitation for a member of the Celtics to be a celebrity auctioneer.
- 1998, March 10. Agenda. Ninth Annual Evening at Hampshire House Draft Task Outline. 5p.
- 1998, March 10. Postcard. Ninth Annual Evening at Hampshire House return card.
- N.D. Ninth Annual Evening at Hampshire House return envelope.
- N.D. Ninth Annual Evening at Hampshire House sending envelope.
- 1998, March 10. Invitation. Ninth Annual Evening at Hampshire House.
- 1998, March 20. Memo. From: Bill Hart. To: Bill Craft. RE: Celebrity Auctioneers.
- N.D. Ninth Annual Evening at Hampshire House cover of invitation.
- N.D. Menu. Sixth Annual Evening at Hampshire House.

#### 2002-2010 Events

- 2001, March 27. Invitation. "Now Hear This..." Hampshire House Invitation. 2 copies.
- 2001, March 27. Agenda. "Thank you for joining" BHCC Hampshire House 2001 agenda.
- 2001, March. Invitation. 2001 Hampshire House invitation. 2 copies.
- 2002, April 2. Invitation. "Become a Bunker Hill Community College Benefactor." 2 copies (only one envelope).
- 2002, April 8. Invitation. "Where will you find Bunker Hill Alumni? An Evening at the Hampshire House" Includes Envelope, reservation card, and donation card.
- 2002, April 8. Program. "An Evening at the Hampshire House." 4 p.
- 2002, April 22. Letter. From: Joyce Williams. To: Cheryl Senato. Re: Commission on Affairs of the Elderly luncheon thank you. ` qa/./
- 2005. April 25. Invitation. "Join Us and Support Bunker Hill Community College." 2 pages.
- 2005, May 3. Invitation. "An evening at the Hampshire House." 2 copies (?)(One in bubble mailer, another opened?)
- 2006, April 25. Agenda. "Event Briefing: An Evening at the Hampshire House." 10 p.

- 2006, April 25. Invitation. "An Evening at the Hampshire House.
- 2007, May 15. Program. "An Evening at the Hampshire House: Honoring Thomas A. Kershaw." 12 p.
- 2007, May 15. Invitation. "An Evening at the Hampshire House: Honoring Thomas A. Kershaw."
- 2009, . Invitation. BHCC Foundation Fundraising Event (maybe "Evening in the Hampshire House"?). Includes BHCC Reservation form, Individual Reservation form, and Special Invitation. 2 copies.
- 2010. Invitation. "Building Our Future."
- Celebrity Auctioneers
- 1997, March 11. Press Release. "Celebrity Auctioneers Highlight 'Evening at Hampshire House' Annual Gala Fund-Raiser to Benefit Bunker Hill Community College."
- 1998, March 31. Press Release. "Guest Auctioneer Councilor Paul Scapicchio Highlights Annual Fund-Raiser for Bunker Hill Community College."
- Photograph of Paul Scapicchio.
- 1998, April 14. Press Release. "Guest Auctioneer Sheriff Richard Rouse Highlights Annual Fund-Raiser for Bunker Hill Community College."
- Photograph of Sheriff Richard Rouse.

#### RG034.03 Edward L. Kerr Jr. Memorial Scholarship Golf Tournament (Formerly RG017.08.02)

- N.D. Letter. To: Unknown. From: Unknown. Re: Edward L. Kerr Memorial Fund Established.
- 1999. Flyer. Edward L. Kerr Golf Tournament information and rules with Teams on back of page. Double-sided.
- 1999. Agenda. Edward L. Kerr Jr. Memorial Golf Tournament schedule.
- 1999, July 6. Newspaper. "Faculty & Staff Newsletter Summer 1999" Includes small article on Kerr Golf Tournament.
- 1999, July 26. Brochure. Edward I. Kerr, Jr. Memorial Scholarship Golf Tournament registration pamphlet.
- 2000. Brochure. Edward L. Kerr Jr. Memorial Golf Tournament Registration. 3 p.
- 2001, August 9. Brochure. Edward L. Kerr Jr. Memorial Golf Tournament Information and Registration. 4 p.
- 2001, August 10. Letter. To: Donna Tambascio. From: Barbara Oldson. Re: Information for official and unofficial members of the Kerr Golf Tournament Committee.
- 2001, October 9. Agenda. "BHCC Golf Tournament." Comes with Checklist with notes from Golf Tournament Committee members. 2 p.

#### RG034.04 BHCC Foundation Miscellaneous Materials.

- N.D. Card. BHCC College Landscape Card. Designed by Eglomise Designs, Inc.
- N.D. Card. BHCC Chelsea Campus. Designed by Eglomise Designs, Inc. 2 copies.
- 2002, January 15. Invitation. "Transforming Bunker Hill Community College: A united vision for a stronger tomorrow."
- 2002, February 7. Invitation. "Honoring Our Friends... Supporting Our Future" Event for Chelsea Campus.
- 2002, Fall. Report. "Bunker Hill Community College Foundation: The Year in Review"
- c. Late 2000s. Brochure. "Building Our Future: Bunker Hill Community College Health & Wellness Center." Brochure contains list of BHCC Foundation Board of Directors, Naming Opportunities for the Center, and Information about BHCC. 3 p. 2 copies.
- 2008, April 15. Program. "Raise the Roof: A Benefit to Support Bunker Hill Community College's New Health and Wellness Center" 12 p.
- 2008, April 15. Invitation. "The Excitement is building..." Raise the Roof event. 2 copies.

#### RG034.05 BHCC Foundation Meeting Minutes

- 1998, February 12. Memo. From: Bill Hart. To: Bill Craft. Re: BHCCF Minutes. Includes Meeting minutes from February 6, 1998 BHCC Foundation meeting. 3 p.
- 1998, April 24. Memo. From: Bill Hart. To: Bill Craft. Re: BHCC Foundation, Inc. Minutes – April 3, 1998. Includes April 3, 1998 BHCC Foundation meeting minutes. 5 p.
- 1998, May 11. Memo. From: Bill Hart. To: Maureen Pompeo. Re: BHCC Foundation, Inc. Minutes. Includes meeting minutes from May 1, 1998 meeting. 4 p.

### **RG035 – Physical Books**

#### RG035.01 - Physical Books by Faculty/Staff

- 1962, July 27. Booklet. "A Monograph on The Art of Fugue." Boron, Marion. 17 p.
- 1983. Book. "America Abandoned: John Singleton Copley's American Years, 1738-1774 An Interpretative History." Klayman, Richard. University Press of America Inc. 125 p.
- 1983. Book. "The Vietnam Experience: Combat Photographer" Mills, Nick and The Editors of Boston Publishing Company. Boston Publishing Company. 176 p. **BHCC Adjunct Faculty Douglas Clifford's Section Within the book (page 73).**
- 1985. Book. "The First Jew: Prejudice and Politics in an American Community 1900-1932." Klayman, Richard. Old Suffolk Square Press. 175 p.
- 1993. Book. "Goodybye, Again." By Klayman, Richard. Bassett Books. 211p.

- 1994. Book. "International students at two-year colleges: examination of research findings and major issues." By Wylie, Thomas. Bunker Hill Community College. 42 pages.
- 1995. Book. "College writing II: English 112 revised edition." By Wickes, Jill Hunter. Copley Custom Publishing Group. 140 pages.
- 1998. Book. "College writing." By Wickes, Jill Hunter. Copley Custom Publishing Group. 168 pages.
- 1998. Book. "Vietnam: Reflexes and Reflections: The National Vietnam Veterans Art Museum." Edited by Sinaiko, Eve. **BHCC Adjunct Faculty Douglas Clifford's section within the book (pages 46-47).**
- 1999. Book. "Teaching For Our Times: A Journal of Good Teaching Practice." edited by Cassara, Shirley and Bernard, Jean M. 128 p. 2 copies.
- 2000. Book. "Teaching For Our Times: Focus on Learning." edited by Cassara, Shirley and Bernard, Jean M. 131 p. 2 copies.
- 2001. Book. "Teaching For Our Times: Access." edited by Cassara, Shirley and Bernard, Jean M. 120 p. 2 copies.
- 2002. Book. "Changing Lives, Changing Communities: Oral Histories from Action for Boston Community Development." Edited by Hayden, Robert C and Withorn, Ann. **[Susan Dole section pages 115-116; Lee J. Hines Jr Section pages: 136-138].** 173 p.
- 2002 January/February. Magazine Article. "From Russia With Love: Studying and Teaching in Siberia." Article found in Adjunct Advocate's Jan/Feb. 2002 issue on pages 16-17 and 30 (3p. Article). D'Entremont, Michael. Magazine total page count: 48 p.
- 2003. Book. "The Collapse of Middle East Peace: The Rise and Fall of the Oslo Peace Accords." Deeb, Dennis J. II. IUniverse inc. 129 p.
- 2003. Book. "Who's Gonna Take The Weight?: Manhood, Race, and Power in America." Powell, Kevin. Three Rivers Press. 160 p.
- 2003. Book. "Beyond the Wall: Personal Experiences with Autism and Asperger Syndrome Second Edition." Shore, Stephen. Autism Asperger Publishing Co. 214 p.
- 2004. Book. "Teaching For Our Times: Partnerships and Collaborations." edited by Cassara, Shirley. 116 p. 2 copies.
- 2006. Book. "Higher Ground: A Collection of Poems." Surin, Enzo. Finishing Line Press. 29 pages.
- 2006. Book. "Teaching For Our Times: Engaging International and Multicultural Students." Edited by Cassara, Shirley and Bonah, R. Brent. 109 p. 2 copies.
- 2007, Winter. Book/Journal. "Historical Journal of Massachusetts Volume 35, no. 1.; 'Beyond the Scarlet 'A': Hawthorne and the Matter of Racism'" Klayman, Richard. Westfield State College. 104 p. [article found on pages 1-20].

- 2008. Book. "Teaching For Our Times: Critical Thinking: Teaching, Learning, and Assessment." Edited by Cassara, Shirley. 98 p. 2 copies.
- 2009. Book. "Waiting to Be Heard: The Polish Christian Experience Under Nazi and Stalinist Oppression 1939-1955." Compiled and edited by Wojciechowska, Bogusia J. AuthorHouse. 396 p.
- 2010. Book. "Breaking Bread: Recipes and Stories from Immigrant Kitchens." Anderson, Lynne C. University of California Press. 281p.
- 2010. Book. "The Library Book A Novel." Fiske, John N. Jr. self-published. 367 p.
- 2011. Book. "Teaching For Our Times: Success: Pathways, Methods, and Outcomes." Edited by Cassara, Shirley. 98 p. 2 copies.
- 2011. Book. "The Gospel for Children." Piantedosi, John J. illustrated by Cioffi, Ben. New City Press. 64 p.
- 2013. Book. "Crossroads/Chimenkwaze: Poems/Powèm." Joachim, Jean Dany. 123 p.
- 2015, April. Book. "Autobiography of an Adorable Hand/Living Quarter" Adorable Hand created by Slaiki, Khalid; Living Quarter created by Rosen Andrew. 38 p. 2 copies.
- 2015. Book. "El Arte De Los Antiguos Orfebres Asia Central: Siglos IV a.C. - IV d.C." Neva, Elena. M Graphics. 122 p.
- 2017. Book. "The Annotated Trial of George Frederick Boutelier and John Boutelier for the Murder of Frederic Emoneau [Eminaud] and his family, with genealogies of the Emoneau and Boutelier families." Paulsen, Kenneth S. Ph.D. Global Heritage Press. 147 p.
- 2017. Book. "A Letter of Resignation: An American Libretto" Surin, Enzo Surin. 39 p.
- 2017. Book. "Ta Voix, Poete/Your Voice, Poet." Joachim, Jean Dany. English Translation by Soto, Alan Smith. 81 p.
- 2018. Book. "The Lives of Atoms." Okan, Lee. 49 p.k
- 2021. Book. "James Ari Montford: Indigenous Voice." Howard Yezerski Gallery. 19 p.
- n.d. Book. "Teaching for Our Times: Engaging International and Multicultural Students." Only section III is included, authors listed are Paul Moda, Marilyn Glazer-Weisner, and Vilma Tafawa.

#### 035.01.01 - Physical Books by BHCC Alumni

- 2015. Book. "Unbroken Boy: A Memoir of Hope and Survival." Depina, Elisio. Self-Published. 161 p. Signed by Author, Includes 3 Unbroken Boy Bookmarks, Softcover.
- 2017. Book. "Words of Love." Edited by Langley, Dawn R. Rewired Creatives, Inc. 225 p.

#### RG035.02 - Physical Books by Visitors



- 2012. Book. "Ice: a memoir of gangster life and redemption – from South Central to Hollywood." Ice-T; Century, Douglas. One World Books. 251 pages.

### RG035.03 - Autographed Books

#### 035.03.01 Autographed by Faculty/Staff

- 1984. Book. "To Make a Difference: The Boston Community Schols." Warren, Lee; photographs by Clifford, Doug. Graphic House, Inc. 68 p. [Signed by Doug Clifford]
- 1989. Book. "The Answer is Baseball: A Book of Questions that illuminate the Great Game." Salisbury, Luke. Times Books. 242 p.
- 1992. Book. "The Cleveland Indian: The Legend of King Saturday." Salisbury, Luke. The Smith. 285 p.
- 1992. Book/Magazine. "Stories." Contains BHCC faculty Luke Salisbury's short story "Suffer." Autographed by author (see page 8). 36 pages.
- 1996. Book. "Blue Eden." Salisbury, Luke. The Smith. 158 p.
- 2003. Book. "Boston on Fire." Schorow, Stephanie. Commonwealth Editions. 242 pages.
- 2004. Book. "Incentive-Based Franchise (IBF): A New Model of World Governance." By Mhlaba, Sondlo L. Llumina Press. 186 p.
- 2005. Book. "The Cocoanut Grove Fire." Schorow, Stephanie. Commonwealth Editions. 84 pages.
- 2005. Book. "Hollywood and Sunset A Novel." Salisbury, Luke. Shambling Gate Press. 306p.
- 2007. Booklet. "Chen Plenn Leta." Joachim, Jean Dany. City Night Readings Press. 15 p.
- 2008. Book. "The Art of Ancient Jewelers (Central Asia: IV BC – IV Century)." Neva, Elena. M-Graphics Publishing. 121 p. (Russian Language).
- 2008. Book. "Jewelry of Central Asia." Neva, Elena. M-Graphics Publishing. 128 p.
- 2008. Book. "The Crime of the Century: How the Brink's Robbers Stole Millions and the Hearts of Boston." Schorow, Stephanie. Commonwealth Editions. 242 p.
- 2009. Book. "South Pacific Survivor In Samoa." Daley, Kevin. NovelsPlus. 340 p.
- 2009. Book. "With or Without God Life's Mysteries Continue: Ruminations on God, Life, Death, Spirits, Reincarnation, and the Future of Humankind." By Mhlaba, Sondlo L. Dr. Eloquent Books. 184 p.
- 2010. Book. "Avec Des Mots Poésie." Joachim, Jean D. Self-published. 89 p.
- 2010. Book. "Tajik Jewelry." Neva, Elena. M Graphics Publishing. 210 p. (98 p. in English, rest is the same book but in Russian).
- 2012. Book. "Drinking Boston: a history of the city and its spirits." Schorow, Stephanie. Union Park Press. 285 pages. Autographed by author.
- 2013. Book. "Crossroads/Chimenkwaze: Poems/Powèm." Joachim, Jean Dany. Self-Published. 123 p.

- 2014. Book. "The Black Buddhist: a spiritual journey." Paschal, Meikle. Intuitive Press. 172 pages. Autographed copy.
- 2015. Book. "Bastards of the Reagan Era." Betts, Reginald Dwayne. Four Way Books. 68 pages.
- 2016. Book. "The Essence of My Totality Volume Two: The Writer's Edition." Robinson, La Toya T. 59 p.
- 2018. Book. "Moxie and a good sense of balance: Nancy Drew and the power of the teenage girl." Benson, Lynne Byall. The Rowman & Littlefield Publishing Group, Inc.. 59 pages. Autographed copy.

#### 035.03.02 Autographed by Visitors

- 1983. Book. "Women, Race & Class." Vintage Books. Davis, Angela Y. 271 p.
- 1989. Book. "Number the Stars." Lowry, Lois. Houghton Mifflin Company. 137 pages.
- 1990. Book. "Women, Culture & Politics." Davis, Angela Y. 239 p. First Vintage Books. Autographed by Author.
- 1994. Book. "Makes me wanna holler: a young black man in America." McCall, Nathan. Vintage Books. 416 pages.
- 1999. Book. "Blues Legacies and Black Feminism." Davis, Angela Y. Vintage Books. 427 p. Autographed by Author.
- 1999. Book. "Who's Irish?" Jen, Gish. Alfred A. Knopf, Inc. 208 pages.
- 2000. Book. "Fire & roses: the burning of the Charlestown convent, 1834." Schultz, Nancy Lusignan. The Free Press. 317 pages. Autographed by author.
- 2000. Book. "Gathering Blue." Lowry, Lois. Houghton Mifflin Company. 215 pages.
- 2001. Book. "The Mobilization of Shame." Drinan, Robert. Yale University (?). 240 pages.
- 2003. Book. "Are Prisons Obsolete?" Davis, Angela. Seven Stories Press. 128 pages.
- 2003. Book. "Funny in Farsi: a memoir of growing up Iranian in America." Dumas, Firoozeh. Random House Trade Paperbacks. 227 pages. Autographed by author.
- 2004. Book. "The Dew Breaker." Danticat, Edwidge. Vintage Books. 244 pages.
- 2004. Book. "Journey from the land of no: a girlhood caught in revolutionary Iran." Hakakian, Roya. Crown Publishers. 245 pages.
- 2004. Book. "Messenger." Lowry, Lois. Houghton Mifflin Company. 169 pages.
- 2005. Book. "Abolition Democracy: Beyond Empire, Prisons and Torture." Davis, Angela Y. 128 p. Seven Stories Press. Autographed by Author.
  - 2005. Book. "Conociendo Boston: la historia de Boston en español." Vélez, Luis Fernando. Hispanic News Press. 189 pages. Autographed by author.
  - 2006. Book. "Field Notes from a Catastrophe: Man, Nature, and Climate Change." Bloomsbury Publishing. 210 pages. --
  - 2007. Book. "Always with me..." Sukennik, Ilya. M·Graphics Publishing. 212 pages. Autographed by author.
  - 2007. Book. "Enrique's journey: the story of a boy's dangerous odyssey to reunite with his mother." Nazario, Sonia. Random House Trade Paperbacks. 299 pages.

- 2008. Book. "Heroes among us: ordinary people, extraordinary choices." Quiñones, John. HarperCollins. 257 pages. Autographed by author.
- 2009. Book. "I'll scream later." Matlin, Marlee; Sharkey, Betsy. Simon Spotlight Entertainment. 326 pages. Autographed copy.
- 2009. Book. "Race & Reconciliation in America." Edited by Cohen, William S. and Cohen, Cohen, Janet Langhart. Lexington Books. 214 pages.
- 2010. Book. "Dare to take charge: how to live your life on purpose." Hatchett, Judge Glenda. Center Street. 250 pages. Includes a related bookmark. Autographed by the author.
- 2010. Book. "The grace of silence: a family memoir." Norris, Michele. Vintage Books. 206 pages. Autographed by author.
- 2010. Book. "I'm still standing: from captive U. S. soldier to free citizen – my journey home." Johnson, Shoshana; Doyle, M. L.. Touchstone. 276 pages. Includes flyer for Veterans Day event. Autographed copy.
- 2010. Book. "More Davids than Goliaths: a political education." Ford Jr., Harold. Crown Publishers. 244 pages. Autographed by author.
- 2011. Book. "Eye of the Hurricane: My Path from Darkness to Freedom." Carter, Rubin. Lawrence Hill Books. 328 pages.
- 2011. Book. "Hispanic Women: Seeking Higher Leadership Roles in Business." Motta, Sylvia. Xlibris Corporation (?). 99 pages.
- 2011. Book. "The immortal life of Henrietta Lacks." Skloot, Rebecca. Broadway Books. 381 pages. Includes a flyer from related event that is autographed by relatives of Henrietta Lacks.
- 2011. Book. "The other Wes Moore: one name, two fates." Moore, Wes. Spiegel & Grau. 250 pages. Autographed by author.
- 2011. Book. "The Trouble Ball: Poems." Espada, Martín. Norton paperback. 66 pages.
- 2012. Book. "The Meaning of Freedom." Davis, Angela. City Lights Books. 201 pages.
- 2013. Book. "March: book one." Lewis, John; Aydin, Andrew; Powell, Nate. Top Shelf Productions. 121 pages. Autographed by all three authors. Note: "March: book two" is filed in same record group under 2015.
- 2013. Book. "The years of zero: coming of age under the Khmer Rouge." Ty, Seng. 222 pages.
- 2014. Book. "An n al lazil." Lafortune, Fred Edson. Trilingual Press. 112 pages. Autographed by author.
- 2014. Book. "Bad feminist." Gay, Roxane. Harper Perennial. 320 pages. Autographed by author.

- 2014. Book. "The book of unknown Americans: a novel." Henríquez, Cristina. Vintage Books. 286 pages. Autographed by author.
- 2014. Book. "Improving the odds for America's children: future directions in policy and practice." McCartney, Kathleen; Yoshikawa, Hirokazu; Forcier, Laurie B. (editors). Harvard Education Press. 274 pages. Autographed by Marian Wright Edelman.
- 2014. Book. "Soldier of change: from the closet to the forefront of the gay rights movement." Snyder-Hill, Stephen. Potomac Books. 198 pages. Autographed by Snyder-Hill and one other person, hardcover copy formerly in collection.
- 2015. Book. "Everyday White People Confront Racial & Social Injustice: 15 stories." Compilation Edited by Moore, Eddie Jr., Penick-Parks, Marguerite W., Michael, Ali. Stylus Publishing. 190 p. Autographed by Eddie Moore.
- 2015. Book. "Images of America: Haymarket." Goodstein, Justin; Turino, Kenneth C.. Arcadia Publishing. 127 pages. Autographed by authors.
- 2015. Book. "Lugar profano." Álvarez, Juan Casillas. Isla Negra Editores. 86 pages. Autographed by author.
- 2015. Book. "Tangible Things: Making History Through Objects." Ulrich, Laurel Thatcher; Gaskell, Ivan; Schechner, Sara J., Carter, Sarah Anne. Photographs by Van Gerbig, Samantha S.B. Oxford University Press. 259 pages. Autographed by Laurel Thatcher Ulrich.
- 2015. Book. "March: book two." Lewis, John; Aydin, Andrew; Powell, Nate. Top Shelf Productions. 121 pages. Autographed by all three authors. Note: "March: book one" is filed in same record group under 2013.
- 2015. Book. "The racial order." Emirbayer, Mustafa; Desmond, Matthew. The University of Chicago Press. 476 pages. Autographed by Matthew Desmond(?).
- 2015. Book. "The Work: Searching for a Life that Matters." Moore, Wes. Spiegel & Grau. 247 pages.
- 2016. Book. "The Black Presidency: Barack Obama and the Politics of Race in America." Dyson, Michael. Houghton Mifflin Harcourt. 346 pages.
- 2016. Book. "Evicted: poverty and profit in the American city." Desmond, Matthew. Broadway Books. 422 pages. Autographed by author. 2 copies.
- 2016. Book. "Freedom is a Constant Struggle." Davis, Angela. Haymarket Books. 158 pages.
- 2016. Book. "The great game of business: investing to win." Lutts, Robert T.. Cabot Wealth Management. 203 pages. Autographed by author.
- 2016. Book. "The Mourning Road to Thanksgiving." Mann, Larry Spotted Crow. Crow Storm Publishing. 182 pages.

- 2016. Book. "Stand Tall: Fighting for My Life, Inside and Outside the Ring." Bozella, Dewey. HarperCollins. 238 pages.
- 2016. Book. "Vivas to Those Who Have Failed." Espada, Martín. Norton paperback. 94 pages.
- 2016. Book. "Writings on the wall: searching for a new equality beyond black and white." Abdul-Jabbar, Kareem; Obstfeld, Raymond. Liberty Street. 245 pages. Autographed copy. 2 copies.
- 2016. Book. "Zapata's Disciple: Essays." Espada, Martín. Northwestern University Press. 130 pages.
- 2017. Book. "After Jubilee." Janae, Brionne. BOAAT Press. 78 pages. Autographed by Author.
- 2017. Book. "Coach Wooden and me: our 50-year friendship on and off the court." Abdul-Jabbar, Kareem. Grand Central Publishing. 290 pages. Autographed by author. 2 copies.
- 2017. Book. "Drumming & dreaming." Mann, Larry Spotted Crow. CrowStorm Publishing. 111 pages.
- 2018 (?). Book. "Not that Bad: Dispatches from Rape Culture." Gay, Roxane. HarperPerennial. 350 pages.
- 2018. Book. "Starting small and making it big: an entrepreneur's journey to billion-dollar philanthropist." Cummings, Bill. Cummings Foundation, Inc.. 266 pages. Autographed by author.
- 2024. Book. "Silence: A Novel." Park Tracey, Julia. Sibylne Press. 247 pages. Autographed by Author
- 2024. Book. "Growing Up Urkel: A Memoir." White, Jaleel. Simon and Shuster. 319 pages. Autographed by Author.

035.03.03 Autographed by Alum

- 2017. Book. "The Mourning Parade." Langley, Dawn Reno. Amberjack Publishing. 349 pages.

#### RG035.04 Textbooks Written by Faculty

- 1974. Book. "The Language Lens." Bonah R. Brent and Shively, Sheila. Prentice-Hall, Inc. 472 p.
- 1977. Book. "Speak With Confidence A Practical Guide." Mintz, Harold K. and Vasile, Albert J. Winthrop Publishers, Inc. 302 p.
- 1978. Book. "Algebra by example." By Gross, Herbert I. D.C. Heath and Company. 436 p.

- 1979. Book. "One step beyond: a systems approach to delivering individualized instruction." By Elizabeth J. Tenore and Shirley E. Dunbar. Berkshire Community Press. 131 pages.
- 1983. Workbook. "I Found a Dollar Walking Home. Third Edition." [College English I and II]. Dunbar, Shirley Ed.D. Ginn Custom Publishing. 187 p.
- 1984. Workbook. "I Found a Dollar Walking Home: A Workbook for Improving Writing Skills. Fourth Edition." [College English I and II]. Dunbar, Shirley Ed.D. Ginn Custom Publishing. 187 p.
- 1985. Workbook. "I Found a Dollar Walking Home: A Workbook for Improving Writing Skills. Fifth Edition." [College English I and II]. Dunbar, Shirley Ed.D. Ginn Custom Publishing. 187 p.
- 1984. Book. "Gateways to Mathematics Volume I Arithmetic: A Chronicle of Human Endeavor. Pre-Publication Edition." Gross, Herbert I. Control Systems Engineering. 333 p.
- 1984. Book. "A Study Guide For: Gateways to Mathematics Volume I Pre-Publication Edition." Gross, Herbert I. Control Systems Engineering. 383 p.
- 1989. Book. "Speak With Confidence A Practical Guide 5th Edition." Mintz, Harold K. and Vasile, Albert J. Scott, Foresman and Company. 383 p.
- 1989. Book. "Algebra for College Students Second Edition." Myers, Nancy. Merrill Publishing Company. 472 p.
- 1989. Book. "Trigonometry for College Students Second Edition." Myers, Nancy. Merrill Publishing Company. 421 p.
- 1990. Book. "Accountant's general ledger: student edition." By Vaccaro, John L. PWS-Kent Publishing Company. 78 pages. Includes a floppy disk.
- 1991. Book. "Beginning Algebra For College Students Second Printing." Myers, Nancy. Sir Speedy. 375 p.
- 1993. Book. "Mathematics for Electronics." Myers, Nancy. West Publishing Company. 612 p.
- 1996. Book. "Speak With Confidence A Practical Guide 7th Edition." Mintz, Harold K. and Vasile, Albert J. Harper Collins College Publishers. 420 p.
- 1997. Book. "Collaborations: English In Our Lives Intermediate 2 Student Book." Bernard, Jean; Moss, Donna and Terrill, Lynda. Heinle and Heinle Publishers. 109 p. Signed by Jean Bernard.
- 1999. Book. "Frame by Frame: A Visual Guide to College Success." Lowenstein, Sharyn and Todd, Peaco. Prentice-Hall Inc. 288 p.
- 2000. Book. "Speak With Confidence A Practical Guide 8th Edition." Mintz, Harold K. and Vasile, Albert J. Longman. 446 p.

- 2005. Book. "Entrepreneurial New Ventures Second Edition." Corman, Joel; Lussier, Robert N.; Pennel, Lori. Autographed by Lori Pennel. Thomson Custom Publishing. 428 p.
- 2005. Book. "Small Business Management A Planning Approach Second Edition." Corman, Joel; Lussier, Robert; Pennel, Lori. Autographed by Lori Pennel. Atomic Dog Publishing. 396 p.

### **RG036 – Communication between BHCC parties**

#### **RG036.01 Communication between faculty/staff**

- 1973, August 9. Memo. From: Pearl G. Waterhouse. To: Faculty. RE: Admission Statistics, Guidance Plan, and questionnaire for students. Includes 1973 admission statistics; student affairs guidance plan; and the student questionnaire. 5 p.
- 1976, December 3. Memo. From: Joan McGowan. To: "Advisors." Re: Schedule for Simsoc and Yalta." 1 p.
- 1977, December 2. Letter. From: Susan Donnelly (and more). To: Ted [Carlson?]. Re: [Letter of thanks for Carlson's participation in a registration event].
- 1995, August 24. Memo. From: Lauren Green. To: BHCC Faculty. Re: Marketing material to support Fall, 1995 registration. 1 p.
- 1997, July 9. Memo. From: Therese Pullum, External Studies Program. To: "All External Studies Program Faculty." Re: "Student Issues." 1 p.
- 1997, October 14. Memo. From: Arthur Buccheri, Culinary Arts. To: James Ware, Vice President, Academic Affairs. Re: Proposal for possible renovations. Includes a sketch of the proposed renovations. 4 p.
- 2002, June 20. Memo. From: Jane E. Milley. To: Faculty and Staff. Re: Academic Divisions' Reconfiguration. 2 p.
- 2004, April 1. Memo. From: Jane E. Milley. To: Faculty and Professional Staff. Re: Election of Speaker at Commencement and Honors Ceremony. 1 p.
- 2006, September 5. Email. From: Linda M. Ballerini. To: Joan Brenner, Toni Borge, Judith Burnett, Sharon M. Caulfield, Jack P. Chan, Patrick Crozier, Kamilah Drummond, Judith Graham, Katherine Gustafson, Joe Jackson, Pelonomi K. Khumoetsile-Taylor, Andrea Lausier, Joanne Manville, Donna M. McFadden, Daniel O'Neill, Kevin Pallister, Lori E. Pennel, Barbara Rosenberg, Vilma M. Tafawa, Paula Velluto, Susan Walling, and Mwangale Babumba. Re: New Year. Includes a form on the roles and responsibilities of grant project coordinators/directors, a bounce back memo, and a document on paperwork policies. 6 p.
- 2014, January 10. Email. From: James F Caniff. To: Paul Righi, Paula Velluto, Marybeth W. Barton, Anne K. Brown, Anthony Fontes, Amanda S. Dooling, Elizabeth Dunphy,

Karalynn B. Gau, Aurora Bautista, Lori A. Catalozzi, and David Leavitt. Re: NEASC Five-year Report. 2 p.

- 2017, December 13. Email. From: George C. Hallsmith. To: James Canniff. Re: Early College Center of Excellence. Includes most of the handouts mentioned in the email: the descriptions of the project, the budget, and an email. It is missing one of the handouts (infographics). 12 p.
- 2019, May 16. Email. From: Pam Eddinger. To: Kathleen B. O'Neill, Marilyn K. Kuhar, and William J. Cribby. Re: Letters Foundation. Includes a thread of emails related to the Letters Foundation meeting. 3 p.

#### RG036.02 Communication between students

#### RG036.03 Miscellaneous or unknown communications

- 2018, January 23. Email. From: Unknown. To: BHCC students. Re: NTBG Focus Group Email.
- N.D. Memo. From: unknown. To: "To entering students in Liberal Arts and Human Services and Second Semester students in Liberal Arts and Human Services." Re: SimSoc [Simulated Society]. 1 p. 2 copies stapled together.

### **RG037 – Achieving the Dream**

#### RG037.01 - Reports

##### **Folder 1**

- N.D. c. 2007. Presentation/Report. "BHCC Achieving the Dream Priority Areas and Strategies." By BHCC. Submitted to Achieving the Dream. 8 p.
- 2008, May 15. Report. [Bunker Hill Community College's Final Implementation Plan for Achieving the Dream]. Submitted to Achieving the Dream, by BHCC. 59 p.
- 2009, April 30. Report. "Bunker Hill Community College 2009 Annual Report April 30, 2009: Achieving the Dream Annual Narrative & Financial Report: April 2009." By BHCC, submitted to Achieving the Dream. 26 p.
- 2010, April 29. Report. "Achieving the Dream Annual Narrative & Financial Report: April 2010." By BHCC, submitted to Achieving the Dream. 23 p.
- 2010, March 22. Report/Presentation. "New Directions in Developmental Learning Communities." by BHCC, submitted to Achieving the Dream. 15 p.
- 2011. Report. "Engaged Campus Initiative: FY 2011." 6 p.
- 2011, April 10. Report. "BHCC Achieving the Dream Initiative Success Coaching Analysis." Whitman, Robert L. Includes illustrations with data on the interaction between success coaches and students. 11 p.



- 2011, April 29. Report. "Achieving the Dream Annual Narrative & Financial Report: Due April 30, 2011." Submitted to Achieving the Dream. Bunker Hill Community College. 28 p.

## **Folder 2**

- 2012, April 27. Report. "Achieving the Dream: Annual Narrative & Financial Report." 20 p.
- 2012, July. Proposal. "Catalyst Fund Proposal Narrative." Lori Catalozzi and Mary L. Fifield. Includes 4 letters between BHCC staff and partners and ATD staff and a timeline for the grant. 39 p.
- 2013, May 15. Report. "Annual Reflection Narrative." Janice Bonanno; Lori Catalozzi; David Leavitt; Karalynn Gau. 12 p.
- 2013, November 12. Report. "Quantitative Memo Achieving the Dream Catalyst Fund Site: Bunker Hill Learning Community Seminars and Clusters." DVP-PRAXIS LTD and OMG Center for Collaborative Learning. Includes data sets and charts. 22 p. (1 copy has 11p.) 2 copies
- c. 2014. Document. "Annual Reflection Narrative Questions." Includes a list of the contributors to the report, and although this is only the first question, it is the only question page that has been found.
- 2014, May 8. Report. "Annual Reflection Narrative." Department of Institutional Effectiveness. Includes infographics. 14 p. (1 copy has 15p.) 2 copy.
- 2017, Spring. Report. "Bunker Hill Community College: Achieving the Dream Student Success Report." Includes data. 11 p.
- c. 2018-2019. Report. "Bunker Hill Community College Holistic Student Supports Redesign Report on Phase I Recommendations." The Holistic Student Supports Redesign Team. Includes a Charlestown campus report, a Chelsea campus report, and a technology assessment. 53 p.
- N.D. Proposal. The proposal combines a narrative demographics section with data, testimonials, and other relevant communications on BHCC and Achieving the Dream. Bonanno, Janice M., Associate Vice President of Student Services. Submitted to Achieving the Dream. 21 p. 2 copies (one copy is 17 p and ends after the charts).

## RG037.02 - Information (Data, Tables, Charts, etc...)

- 2008, February. "Achieving the Dream Team Participation (Revised final team composition)." Lists of different teams that work on AtD. 4 p.
- 2009, Fall. "Bunker Hill Community College Retention: Fall 2009 Cohort First-time Students LC Seminar vs. BHCC." 8 p. 2 copies
- 2009, January. "Achieving the Dream Evaluation Plan." 3 pages.
- 2009. "Community college survey of student engagement: 2009 benchmark summary table – all students: Bunker Hill Community College, Achieving the Dream."
- 2010, February 23. PowerPoint Presentation. "Building the Engaged Campus & Achieving the Dream." Student Success Summit. 19 p.

- 2010, April 30. "Achieving the dream: community colleges count: implementation budget – year 2." 3 p.
- c. 2014. Data. "ATD Catalyst Fund Nov 2014 Reporting." 2 p. 2 copies.
- 2014. "Successful Course Completion (Grade  $\geq$  C): Trends by Term by Race, Fall 2007 – Fall 2013." Office of Institutional Effectiveness. 1 p.
- 2014. "ATD 2014 Data Template." Includes data on course completion between 2009 and 2013.
- 2014. Brochure. "Leah Meyer Austin Award 2014: Achieving the Dream Honors Bunker Hill Community College." Includes charts. 2 p. 2 copies.
- 2015, May 27. Survey. "2015 Principles Assessment Summary." Includes charts of survey results. 12 p.
- 2016, July 12. Document. "National Student Clearinghouse: Authorization to Release Data to Achieving the Dream." Includes a signature from David Leavitt.
- N.D. "Community college survey of student engagement: means summary report: all students: Bunker Hill Community College, Achieving the Dream."
- N.D. "Achieving the Dream – Public Agenda Dialogues: Attendance 9/12 – 10/3." 1 p.
- N.D. (c. 2010?) "Bunker Hill Community College Fall-to-Fall Retention." Includes other data: professional development, seminars, clusters. 2 copies.
- N.D. Document. "Bunker Hill Community College (BHCC) Evidence Document: Leah Meyer Austin Institutional Student Success Leadership Award Application." Includes charts and data. 3 p.
- N.D. Document. "Research Capacity and Data Availability Checklist (applies for individual colleges or for participating colleges within a system)." Includes filled out checklists. 2 p. 2 copies.
- N.D. Document. "Goals of Achieving the Dream." Provides an overview of the purpose of Achieving the Dream. 3 p.
- N.D. Data. "Measure One: Successful completion of development instruction and advancement to credit-bearing courses" (title of first table). Includes tables for five areas of analysis called measures. There is also some handwriting on the pages. 15 p.
- N.D. Document. "Capacity Café Achieving the Dream: Community Colleges Count Data Themes: Strengths, Areas to Improve, Actions." Includes an additional document from the All-College Retreat about themes across NEASC standards. Office of Institutional Effectiveness. 8 p.
- N.D. Data. "Bunker Hill Community College: ATD Student Success Outcome Measurement." Includes documents for measurements 1 through 5. 6 p.

#### RG037.03 - Communications

- 2007, June 15. Email. From: Jan Bonanno. To: Chi Ha Nguyen. Re: "Achieving the Dream application – Bunker Hill Community College." Includes the Achieving the Dream application. 23 p.
- 2007, December 4. Email. From: Steven Roller. To: Jan Bonanno. Re: "Confidential: Achieving the Dream round four results." 2 p.

- 2008, July 31. Email. From: Jan Bonanno. To: (cc: Mary Fifield). Re: "Achieving the Dream." Includes documents related to rolling over budget into new year. 8 p.
- 2008, December 23. Email. From: Jan Bonanno. To: Cristina Blanco. Re: "Year-end reports." Includes written report and budget tables. 6 p.
- 2009, March 31. Email. From: Jan Bonanno. Re: "Final Report for Achieving the Dream Rollover Funds." Includes budget information. 4 p.
- 2009, April 22. Email. From: Lori Catallozzi. To: Linda Ballerini. Re: "Stipends Supporting AtD Strategies." Includes budget information. 3 p.
- 2009, April 27. Email. From: Emily Dibble. To: Jan Bonanno et al. Re: "Report." Includes data tables. 3 p.
- 2009, April 28. Email. From: Lori Catallozzi. To: Linda Ballerini. Re: "AtD In-Kind from Title III." Includes budget information. 4 p.
- 2010, March 4. Email. From: Linda Ballerini. To: Jan Bonanno. Re: 'FY 09 AtD Budget.' Includes budget spreadsheets, and narratives. 6 p.
- 2010, March 8. Email. From: Jan Bonanno. To: Matthew Farmer (?). Re: 'FW: FY 09 AtD Budget.' Includes budget spreadsheets, a budget justification narrative, and a brief letter about carrying over remaining budget. 9 p.
- 2010, July 14. Letter. From: Carol A. Lincoln. To: Mary Fifield. Re: Response to BHCC's report submitted to Achieving the Dream. 3 p. 2 copies.
- 2011, May 17. Email. To: David Leavitt. Re: "Data for Leadership College Application." Includes Fall-to-Fall Retention data. 4 p.
- 2011, July 18. Email. From Janice Bonanno. To: Kate Doom. Re: "FW: ATD, Application for Achieving the Dream Leader College Bunker Hill Community College." Includes narrative of data for application of Leader College status. 4 p.
- 2011, September 9. Letter. From: Hyde, Anne. To: Grogan, Paul S.. Hyde thanks Grogan (Boston Foundation) for ongoing financial support with Achieving the Dream. 1 p.
- 2011, September 9. Email. From: Kennard Shirley; William Trueheart. To: Mary Fifield; Janice Bonanno. Re: "Bunker Hill Community College, Achieving the Dream Leader College Status." Includes a formal letter of notification. 3 p.
- 2011, September 21. Email. From: Katie Loovis. To: Colleen Roach; Janice Bonanno. Re: "ATD - Announcing Your Leader College Status." Includes drafts of press releases announcing BHCC's ATD College Leader status.
- 2011, September 22. Letter. From: Paul Grogan. To: Janice Bonanno. Notice of Achieving the Dream grant funding. Includes photocopy of check and a memo. 6 p.
- 2011, September 29. Email. From: Lori Catallozzi. To: Janice Bonanno; David Leavitt. Re: "FW: Deadline Approaching for 2012 Excellence Awards Nominations." Includes information about NEHBE Awards. 5 p.
- N.D. Letter. From: Carol A. Lincoln. To: President Pam Eddinger. Re: Achieving the Dream Participation. 3 p.

#### RG037.04 - Meeting Materials

- 2010, May 24. Presentation. "Advising at BHCC: Student Success is Everyone's Business." Advising Across the College: Student Success is Everyone's Business. Brown, Anne., Director of Advising/Counseling & Assessment; Leavitt, David., Director of Institutional Research; Gomes, David., Director of Admissions; Boyer, Debra., Registrar. 12 p.
- 2010, May 25-26. Agenda. Advising Across the College: Student Success is Everyone's Business. 2 p.
- 2015, March 15. Agenda. Achieving the Dream Planning Session. 1 p.
- 2018, March 11. Agenda. Advising Design Team Meeting. Includes a draft for the Achieving the Dream Advising Redesign Project. 14 p.
- 2019, May 22. Agenda. Holistic Student Support Redesign Steering Committee.
- 2019, May 22. Document. "The Holistic Student Support Redesign Steering Committee." Includes a list of members, a description of the committee's purpose, and information on meetings.
- 2019, October 22. Agenda. Holistic Student Support Redesign Steering Committee.
- 2019, October 28-29. Agenda. Bunker Hill Community College Holistic Student Supports Coaching Visit. 2 p.
- N.D. Agenda. A Blueprint for Building a Culture of Evidence: Concurrent Session. Includes handout. 3 p.
- N.D. Agenda. Integrating Teaching Strategies and Best Practices in Student Services: Continuing the Conversation.

#### RG037.05 - Open Educational Resources Initiative (OER)

- 2016, April 6. Letter. From: Pam Y. Eddinger. To: Karen A. Stout. Re: OER Degree Initiative. 2 p. 1 copy.
- 2016, April 6. Data tables. "Open Educational Resource Degree Initiative Budget." 1 p.
- 2016, June 3. Letter. From: Andrew Pepito. To: Clea Andreadis. Re: Statement of Intent to Participate as a Research Partner in Achieving the Dream's OER Degree Initiative. Includes contract. 5 p. 2 copies.
- 2016, June 21. Agenda. BHCC OER Initiative Leadership Team Agenda. 1 p.
- 2016, September 26. Agenda. BHCC OER Initiative Leadership Team Agenda. 1 p.
- 2016, October 24. Email. From: Lori A. Catalozzi. To: Clea T. Andreadis; Vivica D. Pierre; Judith C. Mann; David Leavitt; Grace M. Mah; Monica C. Poole; Karen M. Norton; Robert L Whitman; Rachel E. Baum; Kim Buckwalter; Marika S. Hamilton. Re: OER Leadership Meeting. 1 p.
- 2017, January 30. Agenda. OER Leadership Team Meeting Agenda. 1 p.
- 2017, February 27. Agenda. OER Leadership Team Meeting Agenda. 1 p.
- 2017, March 27. Email. From: Clea T. Andreadis. To: Lori A. Catalozzi; Robert L. Whitman; Monica C. Poole; Rachel E. Baum; Vivica D. Pierre; Karen M. Norton; Gace M.

Mah; David Leavitt; Jacqueline R. Williams; Marika S. Hamilton. Re: Today. Includes faculty application for OER Degree Initiative and Cohort III Timeline. 4 p. 1 copy.

- 2017, June 2. Agenda. BHCC OER Initiative Leadership Team Agenda. 1 p.
- 2017, August 24. Agenda. OER Leadership Team Agenda. 1 p.
- 2017, August 24. Email. From: Lori A. Catalozzi. To: Maria Kathleen N. Puente. Re: OER Math cost savings for students. Includes original email in the thread. 1 p.
- 2017, August 24. Data. "Book Price Comparison A – Liberal Arts." Includes tables comparing the costs of buying/renting textbooks between the BHCC bookstore and Amazon. 2 p.
- 2017, August 24. Data. "Book Price Comparison B – Liberal Arts." Includes tables comparing the costs of buying/renting textbooks between the BHCC bookstore and Amazon. 2 p.
- c. 2017-2018. Data. "Bunker Hill Community College OER Term Data: Total Courses, Class Sections, Headcount & Enrollments – Spring 2017 – Spring 2018." Office of Institutional Effectiveness. Includes 5 tables that focus on different semesters and courses. 5 p.
- 2018, January 22. Agenda. BHCC OER Initiative Leadership Team.
- 2018, February 21. Email. From: Lori A. Catalozzi. To: Grace M. Mah; David Leavitt; Marika S. Hamilton; Karen M. Norton; Vivica D. Pierre; Wesley A. Fiorentino; Monica C. Poole; Jacqueline R. Williams; Proshot Kalami; Leita L. Jones; Clea T. Andreadis. Re: Agenda for OER Leadership Meeting. Includes agenda for the meeting and 3 tables/charts. 5 p.
- 2018, March 26. Agenda. BHCC OER Initiative Leadership Team. 1 p.
- 2018, September 13. Agenda. OER Leadership Meeting Agenda. 1 p.
- 2019, March 4-6. Flyer. "BHCC Celebrates Open Education Week. 1 copy.
- N.D. Flyer. "High-quality courses. Zero textbook costs." 1 copy.
- N.D. Report. "OER Degree Initiative Study Design Planning Tool: Bunker Hill Community College." Bunker Hill Community College. Includes survey questions and data. 16 p. 1 copy.
- N.D. Report. "Achieving the Dream – Open Educational Resources Degree Initiative." Submitted to the Open Educational Resources (OER) Degree Initiative. Bunker Hill Community College. Includes data, charts, and faculty statement. 8 p. 1 copy.
- N.D. Loose paper. "Lead Faculty Statement – Monica C. Pole, Associate Professor, Dept. of History and Social Sciences." 1 p. 2 copies (one in OER report).
- N.D. Loose paper. "Leader Faculty Statement – Dr. Robert L. Whitman, Professor, English Department." 1 p.
- N.D. Document. "OER Readiness Assessment." Includes tables. 7 p. 1 copy.
- N.D. Document. "Research Capacity and Data Availability Checklist." Includes tables. 2 p. 1 copy.
- N.D. Data. "Grade Distribution." 1 p.

- N.D. Report. "OER Degree Initiative SRI Fall 2016 Instructor Survey." Bunker Hill Community College. Includes data. 7 p. 1 copy.
- N.D. Data. "Bunker Hill Community College Success Rates by Term: Fall 2018 OER Data." 2 p.
- N.D. Flyer. "OER Event: Open Access Week October 22<sup>nd</sup> through 26<sup>th</sup>." 1 copy.
- N.D. Document. "Cohort IV Timeline." Includes a list of deadlines.
- N.D. Document. "BHCC OER Guidelines." Bunker Hill Community College. Includes the guidelines and a page that provides an overview of the OER model. 3 p.

### **RG038 Ford Foundation/Difficult Dialogue Planning**

#### **Folder 1**

- 2006, March 1. Report. Summary of Results from Faculty Luncheon Surveys. 2 p.
- 2006, May 4 and 5. Minutes. "Difficult Dialogue Faculty Committee Minutes of the Meeting." 2 p.
- 2006, May 11 and 12. Email. From: Maguire, Christine and Worsham, Caitlin. To: Difficult Dialogue. Re: Classroom examples for Difficult Dialogue workshops. 5 p.
- 2006, May 22. Agenda. "Difficult Dialogues Faculty Workshop." Includes items handed out during workshop including, Intersections of Religion, Class...; Incorporating Intercultural, Interfaith, Class, Gender and Racial Perspectives and Competencies in Course Curricula; and scenarios for group discussions. 5p.
- 2006, October 4. Email. From: Montgomery, Laura. To: Khumoetsile-Taylor, Pelonomi. Re: Thank you from Laura Montgomery.
- 2006, October 5. Email. From: Churchill, Ian W. To: Khumoetsile-Taylor, Pelonomi. Re: List of Difficult Dialogue programs and events. 4p.
- 2006, October 13. Report. "Difficult Dialogues in the Classroom Participant Evaluations Summary." 2p.
- 2006, October 13. Flyer. "Difficult Dialogues in the Classroom: A Workshop for BHCC Faculty."
- 2006, November 16. Email. From: Vrande, Louise. To: Khumoetsile-Taylor, Pelonom; Tafawa, Vilma M. Re: Ambassadors List and Dec 5 Meeting. Includes list of student cultural ambassadors. 2 p.
- 2006, November 28. Program. "An Evening of Dialogue from an Italian Perspective Embracing Immigrants: History, Contributions, Culture and Significance." 2 copies.
- c.2007? Report. "Ford Foundation: Difficult Dialogues Bunker Hill Community College – Final Proposal." Submitted to Ford Foundation. Khumoetsile-Taylor, Pelonomi and Tafawa, Vilma. 21 p. 2 copies (the second copy includes the resumes of the authors, making it 25 p).

- 2007, February to May. Email. Series of emails relating to BHCC Faculty doing presentations at various conferences. Recipients include: Khumoetsile-Taylor, Pelonomi, Tafawa, Vilma, Bautista, Aurora, Puente, Maria, Fifield Mary. Packet of 16 pages.
- 2007, June 1. Email. From: Khumoetsile-Taylor, Pelonomi. To: Hernandez-Gravelle, Hilda; Tafawa, Vilma; Fifield, Mary; Dibble, Emily. RE: Difficult Dialogues Self-Assessment Questionnaire. Email includes filled out Ford Foundation Questionnaire. 7p.
- 2007, June 5. Report. Ford Foundation Grant 2007 Annual Report. Created by: Khumoetsile-Taylor, Pelonomi. 8p.
- 2007, August 29. Report. "Final Report: Difficult Dialogues Grant Course Revision" Created by: Colella, Patricia H. 6p. Includes revised LIT208 syllabus.
- 2007, August 31. Letter. To: Faculty. Re: List of Difficult Dialogues Curriculum Revision for 2006 and Questionnaires for Faculty. 7p.

## Folder 2

- 2007, Fall. Report. "Civic Leadership in the Context of Religious and Cultural Pluralism." Report created by: Johnson, Lloyd Sheldon. 11p.
- 2007, September 3. Email. From: Slaner, Stephen. To: Khumoetsile-Taylor, Pelonomi. Re: Questionnaire response. 4p.
- 2007, September 1-10. Email. From: Schwab, Ellen Marks; Gupta, Sharda; Bautista, Aurora; Piantedosi, John; Alleyne-Holtzclaw, Rebecca. To: Khumoetsile-Taylor, Pelonomi. Re: Faculty questionnaire responses. Packet of email responses with attached questionnaires totaling 23 p.
- 2007, September 5 and 10. Email. From: Khumoetsile-Taylor, Pelonomi, and Colella, Patricia (respectively). To: Bautista, Aurora; Colella, Patricia; Chiasson, Elizabeth; Schultz, Ines, Tafawa, Vilma (September 5). Khumoetsile-Taylor, Pelonomi; Tafawa, Vilma (9/10). Re: Difficult Dialogues Site Visit & Questionnaire. Includes Difficult Dialogues Questionnaire. 2p.
- 2007, September 12. Email. From: O'Neil, Robert M.; Khumoetsile-Taylor, Pelonomi. RE: Ford Foundation Visit Feedback and thanks.
- 2007, November 27. Email. From: Kverek, Rosemary. To: Khumoetsile-Taylor, Pelonomi. Re: Ken Burns' Presentation at BHCC. (Thank you email).
- 2007, November 28. Email. From: Craven, Bryan. To: Khumoetsile-Taylor, Pelonomi. Re: Compelling Conversations (Participant Feedback).
- c.2008. Report. "Ford Foundation Grant Reporting Guidelines." Submitted to Ford Foundation. Khumoetsile-Taylor, Pelonomi and Tafawa, Vilma. 12 p.
- 2008, January 10. Email. From: Warren, Paul. To: Khumoetsile-Taylor, Pelonomi; Tafawa, Vilma; Anderson, Gregory; Batten, Garret. Re: Difficult Dialogues Announcement. 2p.
- 2008, February 29. Flyer. "Affirming Diversity on Campus: An Experiential Workshop for BHCC Student Leaders." 2 copies.

- 2008, March 7. Report. "NCBI Workshop Question Evaluation." 3 p.
- 2008, April 25. Memo. From: Bernstein, Alison R. and Anderson, Gregory. To: Khumoetsile-Taylor, Pelonomi; Fifield, Mary L.; O'Neil, Robert M. Re: Difficult Dialogues Grant rejection, with further steps for potential funding. 2 p.
- 2008, May 1. Email. From: Khumoetsile-Taylor, Pelonomi. To: Batten, Garret. Re: Got Your voice mail (content involves Pelonomi asking questions regarding the Ford Foundation). 2 p.
- 2008, May 9. Email. From: Batten, Garret. To: Khumoetsile-Taylor, Pelonomi; O'Neil, Robert M. RE: Letter from Bob. 2 p.
- N.D. Student Cultural Ambassadors Questionnaire. 2 p.
- N.D. Revised Syllabi: Faculty Follow Up Questionnaire. 3 p.
- N.D. Report. Summary of Reports on Difficult Dialogues Syllabus Changes. 9p.
- N.D. Presentation. "Examples of classroom disputes related to intercultural communication difficulties." Presented by: Mhlaba, Lenny and Khumoetsile-Taylor, Pelonomi. 4p.
- N.D. Letter. From: Khumoetsile-Taylor, Pelonomi; Tafawa, Vilma M. To: Colleagues. Subject: Call to action to create courses for Difficult Dialogues Initiative.
- N.D. Document. "Guidelines for Difficult Dialogues Course Component (Addition/Revision) Project."
- N.D. PowerPoint Presentation. "Civic Leadership in the Context of Religious and Cultural Pluralism." Professor Lloyd Sheldon Johnson. 4 p.
- N.D. Document. "Pedagogical Options for Addressing 'Difficult Dialogues' and Sensitive Topics in the Classroom Setting" Professor Lloyd Sheldon Johnson. Includes list of Moral and Ethical Dilemmas also created by Professor Johnson. 4 p.

#### **RG039 – Institutional Review Board**

- 2017, Fall. Loose Papers. Institutional Review Board Policies and Procedures. 56 p. 2 copies.
- 2017, November 2. Agenda. Institutional Review Board Meeting. Includes an excerpt from the handbook and IRB forms from other colleges. 27 p.
- c. 2018, April 12. Agenda. Institutional Review Board Meeting. Includes a blank survey and sample reviewer form. 9 p.
- N.D. Document. "U.S. Department of Health and Human Services (HHS) Registration of an Institutional Review Board (IRB)." Includes the question fields and BHCC's answers. 14 p.

#### **RG040 – Physical Posters**

##### **RG040.01 - BHCC 40th anniversary posters**

- N.D. (2013?). Poster. "Celebrating 40 years: helping students then and now."



- N.D. Poster. (2013?). "Celebrating 40 years: partnerships and community engagement."
- N.D. (2013?). Poster. "Celebrating 40 years: commencement 1975-2014."
- N.D. (2013?). Poster. "Celebrating 40 years: teaching and learning"
- N.D. (2013?). Poster. "Celebrating 40 years: campus visitors."
- N.D. (2013?). Poster. "Celebrating 40 years: winning teams."
- N.D. (2013?). Poster. "Celebrating 40 years: student life now."
- N.D. (2013?). Poster. "Celebrating 40 years: the new campus opens 1973."
- N.D. (2013?). Poster. "Celebrating 40 years: the Chelsea campus 1987."
- N.D. (2013?). Poster. "Celebrating 40 years: the college continues to grow."
- N.D. (2013?). Poster. "Celebrating 40 years: campus art gallery."
- N.D. (2013?). Poster. "Celebrating 40 years: constructing Charlestown campus."
- N.D. (2013?). Poster. "Celebrating 40 years: history in the making."
- N.D. (2013?). Poster. "Celebrating 40 years: advising and registration."
- N.D. (2013?). Poster. "Celebrating 40 years: programs of study."
- N.D. (2013?). Poster. "Celebrating 40 years: the students"
- N.D. (2013?). Poster. "Celebrating 40 years: student life then."
- N.D. (2013?). Poster. "Celebrating 40 years: expansion 1979."

#### RG040.02 - Campus Events

- 2006, April 11. Poster. "A talk by award-winning author Lois Lowry." Autographed by Lowry and includes a DVD (recording of talk?).
- 2007, November 15. Poster. "BHCC one book project presents: Tracy Kidder." Autographed by Kidder. 2 copies (autographed differently).
- 2008, Fall. Poster. "Honors seminar: pandemics – epidemics."
- 2008, November 12. Poster. "BHCC one book project presents: living in limbo with Alfred Lubrano."
- 2008, November 12. Poster. "BHCC one book project presents: living in limbo with Alfred Lubrano." Autographed by Lubrano.
- 2009, November 10. Poster. "BHCC Library reading series: René Rodríguez Soriano." Autographed by Soriano.
- 2010, February. Poster. "BHCC art gallery presents: body & soul."
- 2010, September 13 – October 29. Poster. "The art of discovery & Boston book art."
- 2010, November 30. Poster. "Compelling conversations speaker series: Rosie Perez"
- 2011, April 7. Poster. "The office of diversity and inclusion and the one book project present a conversation with Sonia Nazario."

- 2011, April 7. Poster. "The office of diversity and inclusion and the one book project present a conversation with Sonia Nazario." Autographed by Nazario.
- 2012, April 12. Poster. "Bunker Hill Community College presents: Supercussion: the Makanda Project." 2 copies each with different styles/designs.
- 2012, April 26. Poster. "The office of diversity and inclusion and the one book project present: a conversation with Wes Moore." Autographed by Moore.
- 2012, October 29 – December 15. Poster. "Bunker Hill Community College art gallery presents: artists on the stump: the road to the White House 2012."
- 2012, October 31. Poster. "Bunker Hill Community College art gallery presents: Jimmy Tingle for president 2012: the funniest campaign in history."
- 2013, March 14. Poster. "Gypsy jazz: celebrating the music of guitarist Django Reinhardt & violinist Stephane Grappelli."
- 2013, March 7 - April 5. Poster. "In celebration of Women's History Month, the BHCC Art Gallery presents 'The other F Word: the future of feminism today.'"
- 2013, April 18. Poster. "The office of diversity and inclusion and the one book project present: a conversation with Firoozeh Dumas." Autographed by Dumas.
- 2013, April 24. Poster. "Bunker Hill Community College planet earth week: bottled water: to ban or not to ban?"
- 2013-2014. Poster. "The one book program and BHCC sustainability club present: William and the Windmill."
- 2014, February 13. "BHCC celebrates Black History Month: The Reverend Liz Walker." Autographed by Walker.
- 2014, April 24. Poster. "The office of diversity and inclusion and the one book program present a conversation with William Kamkwamba." Autographed by Kamkwamba.
- 2014, November 20. Poster. "Bunker Hill Community College presents Fall jazz celebration: to the Max! A tribute to Max Roach."
- 2015, September 15 – October 15. Poster. "Hispanic heritage month."
- 2015, November 16-20. Poster. "International education week."
- 2016, February. Poster. "BHCC celebrates Black history month."
- 2016, February 4. Poster. "GZA a.k.a. 'The Genius': founding member of Wu Tang Clan, hip hop artist and science educator: dark matter: an afternoon of science and stories."
- 2016, April 5-27. Poster. "Bunker Hill Community College celebrates national poetry month." Schedule of events.
- 2016, September 15 – October 15. Poster. "Hispanic heritage month."
- 2017, March 28. Poster. "The immortal life of Henrietta Lacks: discussion seminar."
- 2017, September 15 - October 15. Poster. "Hispanic heritage month."
- 2017, October 24. Poster. "BHCC transfer fair."

- 2017, December 12. Poster. "A Bunker Hill Community College concert event: voices of migration."
- 2018, February. Poster. "BHCC celebrates Black history month."
- 2018, March. Poster. "Bunker Hill Community College celebrates: women's history month."
- 2018, March 29. Poster. "Bunker Hill Community College presents: difficult dialogues: Angela Davis: Institutional racism in the prison and criminal justice system."
- 2018, April. Poster. "Bunker Hill Community College celebrates: national poetry month."
- 2018, April 26. Poster. "The office of diversity and inclusion and the one book program present: A conversation with Edwidge Danticat."
- 2018, November 6. Poster. "Experience the sights, sounds and food – follow a visual timeline of Cambodia 1975-1979."
- 2018, November 8. Poster. "PoemJazz: Robert Pinsky, three-time U.S. poet laureate."
- 2019, April 11. Poster. "Tenor for our times: featuring saxophonist Ricky Ford."
- N.D. Poster. "Bunker Hill Community College renovation of Chelsea post office." 2 posters.
- N.D. Poster. "see | learn | be | do | know: learning community seminars."
- N.D. Poster. "Women's History Month: BHCC Library & Learning Commons."
- N.D. Poster. "Women's History Month: Carolyn Walker-Diallo New York Judge."
- N.D. Poster. "Our common routes." An event in to discuss BHCC One Book Funny in Farsi by Firoozeh Dumas.
- N.D. Poster. "Men, mentoring and inspiration: 'Coach Carter' screening and discussion."
- N.D. Poster. "BHCC Library: are you on Facebook? Are you on Twitter?"
- N.D. Poster. "Funny in Farsi: essay contest."
- N.D. Poster. "The Boy Who Harnessed the Wind: essay contest." Back of poster contains slips filled out by library staff.
- N.D. Poster. "Bunker Hill Community College one book program presents: Dr. Serena Koenig."

#### RG040.03 - BHCC Student Photo Contest

- 2011. Poster. "Student photo contest winners 2011: third prize Annamaria Ivanova."
- 2011. Poster. "Student photo contest winners 2011: second prize Keisha Mayers."
- 2011. Poster. "Student photo contest winners 2011: first prize Veronika Kivenson."
- 2011. Poster. "Student photo contest winners 2011: honorable mention Jeffrey Rivera."
- 2012. Poster. "2012 student photo contest winners: second prize Li Long Yhe."

## **RG041 – Binders and other bound items**

### **RG041.01 - BHCC Publicity Binders (full of newspaper clippings about BHCC)**

- 1973, February – December. Binder. “BHCC Publicity.”
- 1974, January – December. Binder. “BHCC Publicity.”
- 1975, March – 1977, June. Binder. “BHCC Publicity.”
- 1977, July – September. Binder. “BHCC Publicity.”
- 1977, October – 1978, February. Binder. “BHCC Publicity.”
- 1978, March. Binder. “BHCC Publicity.”
- 1978, April – May. Binder. “BHCC Publicity.”
- 1978, June – July. Binder. “BHCC Publicity.”
- 1978, August – October. Binder, “BHCC Publicity.”
- 1978, November – December. Binder. “BHCC Publicity.”
- 1979, June – 1980, April. Binder. “BHCC Publicity.”
- 1986, April – June. Binder. “BHCC Publicity.”
- 1999. Binder. “BHCC Publicity.”

### **RG041.02 - Commencement Binders**

- 2005. Binder. “Commencement Book.”
- 2007. Binder. “Commencement Activities.”

### **RG041.03 - Policies**

- 2002, June. Binder. “Bunker Hill Community College policies and Procedures Manual.” 340 pages.
- 1988. Binder. “Mathematics and Physics Advisor Handbook.” 163 p.
- c. 1978. Binder. “Faculty-Staff Handbook.” 52 p.

### **RG041.04 - Misc. Binders**

- 2009. Binder. “Community College Survey of Student Engagement Bunker Hill Institutional Report 2009.”
- 2007. Binder. “Community College Survey of Student Engagement Institutional Report 2007.”

## **RG042 – Sound Stage**

### **RG042.01 - Studies**

- 1997, April 8. Binder. "Study for a new sound stage complex and media technology center." Submitted to the Commonwealth of Massachusetts' Office of Programming, Division of Capital Planning and Operations, Executive Office of Administration and Finance. Prepared by Cannon (Robert J. Peterson and Debi Lacey McDonald listed on page 4.) 288 p. 2 copies.
- 1997, June. Report (in Binder). "Study for a New Sound Stage Complex and Media Technology Center Bunker Hill Community College." Submitted to the Commonwealth of Massachusetts' Office of Programming, Division of Capital Planning and Operations, Executive Office of Administration and Finance. Prepared by Cannon (Robert J. Peterson and Debi Lacey McDonald listed on page 4.) 288 p. [Check to see if this is the same as the above item]
- 1998, August 4. Memo. From: William D. Hart [Bill Hart]. To: President Fifield. RE: Soundstage Feasibility Study.

#### **RG043 – BHCC Learning Communities**

Note: For items that have multiple formats, the title shall be displayed and the formats will be listed underneath in additional bullet points. Numbers in Parenthesis are the Entry numbers created within the Excel sheet.

##### **RG043.01 - Learning Community Seminars**

- N.D. Intro to Computer Science and Object-Oriented Programming. (A-101)
  - Large Foam poster board
  - Poster
- N.D. Energy, Life and Sustainability (Designed by Anastasia Ovcharova). (A-111)
  - Small Foam Poster board [**Location: RG043.01 Box 1**]
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Color of Success: Exploring Issues of Women of Color. (A-112)
  - Large Foam Posterboard
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. VMA 100-01 Visual and Media Arts Freshman Seminar. (A-117)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 1**]
  - Poster
- N.D. Exploring Gender Identity and Self-Image. (A-120)
  - Large Foam Posterboard
  - Poster

- N.D. Learning For Success. (A-122)
  - Small Foam Poster board [**Location: RG043.01 Box 1**]
  - Poster
- N.D. Parents as First Teachers. (A-123)
  - Large Foam Posterboard
  - Small foam Posterboard [**Location: RG043.01 Box 1**]
  - Poster
- N.D. Hospitality Seminar. (A-124)
  - Small Foam Posterboard [**Location: RG043.01 Box 1**]
  - Poster
- N.D. Your American Education. (A-125)
  - Large Foam Posterboard
  - Small foam Posterboard [**Location: RG043.01 Box 1**]
  - Poster
- N.D. Careers in Health Care: What's Right For Me? (A-126)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 1**]
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Vital Signs: Creating a Successful Career in Health Care and Life (A-127)
  - Large Foam Posterboard
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Sports: Success in College and Life. (A-128)
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Got Art? (A-130)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 2**]
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Sustainable Ocean Habitats (A-131)
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Financial Literacy For All (A-132)
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster

- N.D. Red, White, Blue and Islam (A-133)
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Food For Thought: The Politics and Culture of Food (A-134)
  - Large Foam Posterboard
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Healthy Habits; Healthy Neighborhoods (A-135)
  - Small Foam posterboard [**Location: RG043.01 Box 2**]
  - Poster
- N.D. Connecting To Your Inner Orange Line Next Stop: Community College. (A-137)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 2**]
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Poster. See|Learn|Be|Do|Know Learning Community Seminars T-Shirt Ad. (A-138)
- N.D. Poster. The Learning Community Seminars Objectives and Outcomes. (A-139)
- N.D. See|Learn|Be|Do|Know Register for Learning Community Seminar/Spring 2008 Learning Community Seminars Ad (A-141)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 2**]
- N.D. The Fire Service: This Century and Next What Should We Expect? (A-142)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 2**]
  - Poster
- N.D. Career Opportunities in Business. (A-143)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 2**]
- N.D. ESL Level III First Year Seminar. (A-145)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 2**]
- N.D. Exploring Boston Neighborhoods Online and On-foot. (A-146)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 2**]
  - Flyer [**Location: RG043.01-03 Flyers**]
- N.D. The Balancing Act: Juggling Work, School and Life. (A-147)
  - Large Foam Posterboard

- Small Foam Posterboard **[Location: RG043.01 Box 3]**
  - Flyer **[Location: RG043.01-03 Flyers]**
  - Poster
- N.D. Where in the Digital World Are You?: Marketing in the 21st Century. (A-148)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.01 Box 3]**
- N.D. ESL First Year Seminar. (A-149)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.01 Box 3]**
- N.D. Energy and the Environment. (A-151)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.01 Box 3]**
- N.D. Information Technology Problem Solving (A-152)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.01 Box 3]**
- N.D. Office and Information Management: Technology on the Move. (A-153)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.01 Box 3]**
- N.D. Critical and Creative Thinking. (A-156)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.01 Box 3]**
- N.D. Small Foam Posterboard. How Does Education Change Us? (A-158) **[Location: RG043.01 Box 3]**
- N.D. Small Foam Posterboard. This Land is Your Land: Reinventing the Nation. (A-160) **[Location: RG043.01 Box 4]**
- N.D. Small Foam Posterboard. Service and Society: Together We Can. (A-162) **[Location: RG043.01 Box 4]**
- N.D. Small Foam Posterboard. Only in America. (A-163) **[Location: RG043.01 Box 4]**
- N.D. Small Foam Posterboard. Gaming Essentials. (A-164) **[Location: RG043.01 Box 4]**
- N.D. Small Foam Posterboard. GPS: Your Guide to Purpose and Success. (A-169) **[Location: RG043.01 Box 4]**
- N.D. America Speaks: Public and Private Speech and Song. (A-170)
  - Small Foam Posterboard **[Location: RG043.01 Box 4]**
  - Poster
- N.D. Haunting Lessons: Exploring Our Cultural Beliefs About (A-175)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.01 Box 4]**



- N.D. Hot Couture. (A-180)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 4**]
  - Poster
- N.D. Leadership for Social Change. (A-181)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 5**]
  - Flyer [**Location: RG043.01-03 Flyers**]
- N.D. Equity in the Business World (A-182)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 5**]
  - Flyer [**Location: RG043.01-03 Flyers**]
- N.D. Exploring the Biology of Disease (A-183)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 5**]
  - Flyer [**Location: RG043.01-03 Flyers**]
- N.D. Small Foam Posterboard. The Military: Life Before, During and After. (A-185)
  - Flyer [**Location: RG043.01 Box 5**]
- N.D. Getting Fit Together. (A-186)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 5**]
- N.D. Transitions to Healthcare: Taking the Next Step (A-187)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 5**]
- N.D. News From the Hill. (A-188)
  - Large Foam Posterboard
  - Small Foam posterboard [**Location: RG043.01 Box 5**]
  - Flyer [**Location: RG043.01-03 Flyers**]
- N.D. (Globalization) Energy, Life and Sustainability. (A-190)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.01 Box 5**]
  - Flyer [**Location: RG043.01-03 Flyers**]
- N.D. Decolonizing the Mirror: Exploring Female Identity and Self-Image. (A-191)
  - Large Foam Posterboard
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster

- N.D. Large Foam Posterboard. Voices From the Margins: Readings from Contemporary America. (A-192)
- N.D. Large Foam Posterboard. Life in Rhymes: Designing Your Future Through Song. (A-193)
- N.D. Large Foam Posterboard. Telling Our Stories. (A-194)
- N.D. Large Foam Posterboard. The Power of the Heart. (A-195)
- N.D. Large Foam Posterboard. “Ain’t I a Woman”... Unpacked and Re-packed. (A-197)
- N.D. Latinas: A Culture of Empowerment (A-199)
  - Large Foam Posterboard
  - Flyer **[Location: RG043.01-03 Flyers]**
- N.D. Large Foam Posterboard. Humans, Nature and Climate Change (A-200)
- N.D. Large Foam Posterboard. Between East and West – Asians in the U.S. (A-202)
- N.D. Large Foam Posterboard. Between Good and Evil. (A-203)
- N.D. Large Foam Posterboard. Life and Light. (A-204)
- N.D. Dow Jones, Google, and You. (A-205)
  - Large Foam Posterboard
  - Flyer **[Location: RG043.01-03 Flyers]**
- N.D. Massacres, Marathons, and Molasses: Exploring Boston Identity. (A-206)
  - Large Foam Posterboard
  - Flyer **[Location: RG043.01-03 Flyers]**
- N.D. Freedom Rising. (A-209)
  - Large Foam Posterboard
  - Flyer **[Location: RG043.01-03 Flyers]**
- N.D. Large Foam Posterboard. Learning How to Run Your Own Business. (A-210)
- N.D. Flyer. Hip Hop: The American Experience. (A-211) **[Location: RG043.01-03 Flyers]**
- N.D. Flyer. The Magic, Mystery and Myth of Pop Culture. (A-212) **[Location: RG043.01-03 Flyers]**

#### RG043.02 - Learning Community Clusters

- N.D. Poster. Reading and Writing Learning Community: Crossing Borders. (A-102)
- N.D. ESL U.S. History: In Search of a Better Life. (A-103)
  - Large Foam poster board
  - Small foam poster board **[Location: RG043.02 Box 1]**
  - Flyer **[Location: RG043.01-03 Flyers]**
  - Poster
- N.D. Poster. Culinary Calculations: How the Food Services Industry Will Measure Your Success (A-104)

- N.D. Business Basics. (A-105)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 1**]
  - Poster
- N.D. Poster. Hospitality Learning Community. (A-106).
- N.D. Conquering the Code: Algorithms, Analysis, Problem Solving. (A-107)
  - Small Foam Posterboard [**Location: RG043.02 Box 1**]
  - Poster
- N.D. Building a Strong Foundation. (A-108)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 1**]
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Math and the Mind. (A-109)
  - Large Foam Posterboard
  - Poster
- N.D. Boot Up and Start Up. (A-110)
  - Large Foam Poster board
  - Small Foam Poster Board [**Location: RG043.02 Box 1**]
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Flesh and Blood, Metaphor and Magic: Human Biology and College Writing I For Health Profession Studies. (A-115)
  - Large Foam Poster board
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Poster. ESL Sociology Learning Community: Good Hair and Other Stories in Sociology. (A-118)
- N.D. The First-Generation College Student Experience. (A-119)
  - Small Foam Poster board [**Location: RG043.02 Box 1**]
  - Poster
- N.D. Letters to Unknown Artists. (A-129)
  - Large Foam Posterboard
  - Flyer [**Location: RG043.01-03 Flyers**]
  - Poster
- N.D. Motivations and Movements: Exploring Careers in Behavioral and Social Science. (A-136)

- Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 1**]
  - Poster
- N.D. Bridge to Possibilities. (A-144)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 1**]
- N.D. Math Minus Fear. (A-154)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 2**]
  - Flyer [**Location: RG043.01-03 Flyers**]
- N.D. All The World's a Stage: What is Your Role? (A-155)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 2**]
- N.D. Small Foam Posterboard. Environmental Politics. (A-161) [**Location: RG043.02 Box 2**]
- N.D. You Are What You Eat. (A-167)
  - Small Foam Posterboard [**Location: RG043.02 Box 2**]
  - Flyer. [**Location: RG043.01-03 Flyers**]
- N.D. Small Foam Posterboard. Language and the Mind. (A-168) [**Location: RG043.02 Box 2**]
- N.D. Small Foam Posterboard. ESL Through Anthropology: Exploring Student Culture in America. (A-173) [**Location: RG043.02 Box 2**]
- N.D. Computer Learning Community. (A-176)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 2**]
- N.D. Conflict and Choices in Stories, Poems, and Plays. (A-177)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 2**]
- N.D. The Art of Persuasion: Past and Present. (A-178)
  - Large Foam Posterboard
  - Small Foam Posterboard [**Location: RG043.02 Box 2**]
- N.D. Large Foam Posterboard. Exploring College Culture Through Sociology. (A-196)
- N.D. Large Foam Posterboard. Rites, Rituals, and Reasons: Western Psychology Meets African Studies. (A-198)
- N.D. Large Foam Posterboard. Wolves, War and Walden: Important Questions in Environmental History (A-208)

### RG043.03 - Common Interest Communities

- N.D. See-Serve Senegal Educational Exchange and Service (A-114)
  - Small foam Poster board **[Location: RG043.03 Box 1]**
  - Poster
- N.D. SomerPromise (A-116)
  - Large foam Poster board
  - Small foam Poster board **[Location: RG043.03 Box 1]**
  - Poster
- N.D. Success Boston. (A-121)
  - Large Foam Poster board
  - Small foam Poster board **[Location: RG043.03 Box 1]**
  - Poster
- N.D. Take A Bow. (A-150)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.03 Box 1]**
  - Flyer **[Location: RG043.01-03 Flyers]**
  - Poster
- N.D. Small Foam Posterboard. An Alternative Spring Break: Serve in Port Cities! (A-157) **[Location: RG043.03 Box 1]**
- N.D. Small Foam Posterboard. Continuing the Climb: Part II of Your CVTE (Career/Vocational Technical Education) Experience. (A-159) **[Location: RG043.03 Box 1]**
- N.D. Small Foam Posterboard. Serve Boston. (A-165) **[Location: RG043.03 Box 1]**
- N.D. Small Foam Posterboard. STEM. (A-166) **[Location: RG043.03 Box 2]**
- N.D. Small Foam Posterboard. Serving Our Communities: Service and Support to the Places We Call Home. (A-171) **[Location: RG043.03 Box 2]**
- N.D. Small Foam Posterboard. Connecting Across Cultures. (A-172) **[Location: RG043.03 Box 2]**
- N.D. Veterans Common Interest Learning Community. (A-174)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.03 Box 2]**
  - Flyer **[Location: RG043.01-03 Flyers]**
- N.D. Succeeding in International Business. (A-179)
  - Large Foam Posterboard
  - Small Foam Posterboard **[Location: RG043.03 Box 2]**
- N.D. Small Foam Posterboard. Internship Edge: Preparing for the Experience. (A-184) **[Location: RG043.03 Box 2]**

- N.D. Small Foam Posterboard. "Looking Back and Moving On": A Performance by the students of Take a Bow. (A-189) **[Location: RG043.03 Box 2]**
- N.D. Large Foam Posterboard. Your College, Your Community. (A-201)
- N.D. Large Foam Posterboard. Connect U Mentors. (A-207)

### RG044 – Newspaper Clippings

#### **Folder 1: Shively Clippings and Articles**

- 1973, February 12. Newspaper article. "College freshmen shun science studies for health, legal careers." *The Boston Globe*. Cohen, Muriel L.
- 1973, April 20-26. Newspaper article. "Harold Shively is man of year" and "Shively named 'Man of Year.'" *Times Beverly* and *Messenger Marblehead*. Includes 2 articles. 2 p.
- 1973, June 5-6. Newspaper article. "Pres. Shively addresses class" and "'Quality of life' theme." *Times Beverly*. Includes two articles related to Shively's speech at the North Shore Community College commencement ceremony. 2 p. 2 copies.
- 1973, July 14. Newsletter article. "Commuter college cuts new ground." *The Christian Science Monitor*. Gehret, Kenneth G.
- 1973, July 25. Newspaper article. "Shively's exciting plans." *Salem Evening News*. 2 copies.
- 1974, February 4. Newspaper article. "Birth of an idea at art seminar." *Times Gloucester*.
- 1974, June 16. Newspaper article. "Colleges warned to become 'flexible' to the new student." *Globe Boston*.
- 1978, June 20. Newspaper clipping. Describes Shively receiving an honorary degree from Suffolk University. Includes a photo. *Beverly Times*. 2 copies.
- 1978, October 6. Newspaper article. "Town moderator visits China." *Ipswich Today*. O'Connell, Steve. 2 copies (only one copy of the first page).
- 1979, January 3. Newspaper clipping. Includes a photo with a caption about Shively presenting an award at the 350th anniversary of Charlestown. *Sun Transcript*.
- 1979, January 12. Newspaper clipping. Includes a photo with a caption about Shively attending the 350th anniversary of Charlestown with other faculty members. *Beverly Times*.
- 1979, March 9 and 14. Newspaper clipping. College programs to be discussed at meeting" and "Shively unopposed for moderator." *Salem Evening News*. McKeon, Robert (for "Shively unopposed for moderator").
- 1979, June 23. Newspaper clipping. "Educator: Meet Students' Needs." *Real Paper Cambridge*.
- 1979, July 18. Newspaper clipping. "Shively shares in award." *Salem Evening News*.

- 1979, November 15. Newspaper clipping. "Labor Guild Honors Three." *Charlestown Patriot & Somerville Chronicle*.
- 1980, February 15. Newspaper article. "Shively: Turning in his gavel." *Beverly Times*. Bower, Jo. 2 copies.
- 1982, February 3. Newspaper clipping. Includes a photo with a caption about visitors from China to BHCC. *Times Free Press*.
- 1982, December 23. Newspaper clipping. "Shively Elected at Bunker Hill." *This Week: Malden*.
- 1982, December 29. Newspaper clipping. "Education board elects Shively." *Medford Daily Mercury*.
- 1983, July 6. Newspaper clipping. "BHCC." Describes Shively's visit to Taiwan, but the entire article is not here. *Melrose Evening News*.
- 1983, July 6. Newspaper article. "BHCC president visits Taiwan, sees changes." *Medford Daily Mercury*. Includes three clippings that make up the article. They were originally glued to a piece of white paper, but only one clipping is still attached. The other two are clipped to the paper. 2 copies of the first page.
- 1983, December 29. Newspaper clipping. Includes a photo with a caption about Shively meeting with political and academic leaders to sign a compact. *This Week: Malden*.
- 1985, January 17. Newspaper clipping. "Unrest in Jamaica strands Shively." *Salem Evening News*.
- 1985, November 14. Newspaper clipping. "People's Republic Delegation Visits Bunker Hill Community College." *Charlestown Patriot & Somerville Chronicle*. 3 copies.
- 1985, November 14. Newspaper clipping. Includes a photo with a caption about Shively meeting with administrators from the Ministry of Education in China as they visited BHCC. *Ipswich Chronicle*.
- 1985, November 29. Newspaper clipping. Includes a photo with a caption about Shively meeting with administrators from the Ministry of Education in China as they visited BHCC. *Salem Evening News*.
- 1985, December 8. Newspaper clipping. "Many Welcome Speakers Over the Years."
- 1985, December 24. Newspaper clipping. "Shively returns from trip." *Salem Evening News*.
- 1986, January 12. Newspaper clipping. "Trailblazers." *Sunday Post*.
- 1986, March 27. Newspaper clipping. "Award Recipient." *Charlestown Patriot & Somerville Chronicle*.
- 1986, March 27. Newspaper clipping. Describes Shively being nominated for an award. *Beverly Times*.

- 1986, March 27. Newspaper clipping. Describes Shively being nominated for an award. *Peabody Times*.
- 1986, May 22. Newspaper clipping. Describes Shively receiving the Freedom House Institute on Schools and Education award. *Peabody Times*.
- 1986, September 10. Newspaper clipping. "Graduates at Bunker Hill." *Everett News*.
- c. 1987. Newspaper article. "College president plans to retire from Bunker Hill."
- c. 1987. Newspaper article. "Shively to move on."
- 1987, September 29. Newspaper article. "Ex-NSCC head resigns from Bunker Hill Community College." *Daily Evening Item*.
- 1987, October 5. Newspaper article. "President Shively resigns." Shaw, Gienna. 2 p.
- 1988, February 17. Newspaper clipping. Describes Governor Dukakis signing an act to name a building at BHCC after Shively.
- 1988, March 18-22. Newspaper article. "A leader moves on." Burroughs, Peter. The clippings were previously glued to a page, but only one is still attached. They are clipped together.
- 1988, May 22. *Newspaper clipping*. "Presents Donation to Museum."
- N.D. Newsletter article. "The Community College and the Worker Assistance Center." *Leader's Forum*. Shively, Harold.
- N.D. Newspaper clipping. An article about the new community college environment that quotes Shively and discusses BHCC. The entire article is not here. *The Boston Globe*. Worsham, James.
- N.D. Newspaper clipping. "Educators Name Shively Man of Year."
- N.D. Newspaper clipping. Describes Shively's educational consulting work in Israel. This is not the entire article, but the rest was not found.
- N.D. Newspaper article. "3,000 books given to Excelsior Education Center."

## **Folder 2: Faculty and Staff (1)**

- 1974, May 4. Newspaper article. "It's math, but it's poetry too." *Eagle-Tribune*. Connolly, Mary Beth. 2 p.
- 1979, January 11. Newspaper clipping. "Dr. Ostrander named to college post." *Marlboro Enterprise and Worcester Telegram*. 2 copies.
- 1979, January 11. Newspaper clipping. "Southborough woman college chairperson." *South Middlesex Daily News*.
- 1979, January 12. Newspaper clipping. "Local Woman Named at College." *Evening Gazette*.
- 1979, January 16. Newspaper article. "Ex-Fire Prevention head retiring: He steered Medford to the top." *Medford Daily Mercury*. Paul L. O'Hare also taught at BHCC. 2 p.



- 1979, January 18. Newspaper clipping. "Temple Israel Guest Speaker." *Sharon Advocate*. Describes the guest speaker, Professor Herbert Gross of BHCC.
- 1979, January 25. Newspaper clipping. Describes the appointment of Frances King to research assistant and instructor in gerontology at BHCC. *Jewish Advocate* and *Brookline Chronicle*. 2 copies.
- 1979, March 29. Newspaper clipping. "Hicken instructor at Bunker Hill." *Salem Evening News*.
- 1979, March 29. Newspaper clipping. David Hicken is named an instructor at the office education department at Bunker Hill Community College. *Merrimac Messenger*.
- 1979, March 30. Newspaper clipping. "David Hicken appointed instructor at Bunker Hill." *Beverly Times*.
- 1979, March 30. Newspaper clipping. "David Hicken appointed instructor at Bunker Hill." *Daily Peabody Times*
- 1979, April 5. Newspaper clipping. *Danvers Herald*. Describes George K. McCarthy's appointment to instructor of income taxes and business law at BHCC.
- 1979, April 12. Newspaper clipping. "Business Educators To Hold Annual Meeting at Aquinas." *Milton Record-Transcript*. Includes information on one of the meeting's organizers, Linda Unsworth of BHCC.
- 1979, April 19. Newspaper clipping. "McCarthy Teaching Business Law at Bunker Hill College." *Melrose Free Press*.
- 1979, June 21. Newspaper clipping. "SCALE to graduate 200 at annual awards night." *Somerville Journal*. Describes the guest speakers, including Terry Sullivan of BHCC.
- 1979, October 2. Newspaper clipping. Includes a photograph with a caption about the new director of student activities at BHCC. *Melrose Evening News*.
- 1979, October 4. Newspaper clipping. "New Director Welcomed to BHCC." *Charlestown Patriot & Somerville Chronicle*.
- 1980, January 17. Newspaper clipping. "Historical Society to Meet." *Charlestown Patriot & Somerville Chronicle*. Professor Richard Klayman was the guest speaker.
- 1980, March 24. Newspaper clipping. "Energy commission reports." *Salem Evening News*. Describes Margaret B. Hempstead being appointed the director of the Nurse Education Department at BHCC.
- 1980, May 9. Newspaper clipping. Includes a photograph with a caption about Professor James Berrini winning an award. *Milford Daily News*.
- 1981, January 6. Newspaper clipping. Includes a photo with a caption about Joseph Rogers' retirement party at BHCC. *Boston Herald American*.
- 1982, March 9. Newspaper clipping. "Joins Art Magazine." *Evening Gazette*.
- 1982, March 9. Newspaper clipping. "Named 'Art Express' Editor." *Worcester Telegram*.

- 1982, March 11. Newspaper clipping. "Neighbors." *Middlesex News*. Includes information on John H. Meagher, a professor at BHCC, becoming a copy editor of an art magazine.
- 1982, March 18. Newspaper clipping. "Attends Aging Conference." *Charlestown Patriot & Somerville Chronicle*.
- 1982, March 24. Newspaper clipping. Includes a photograph with a caption about the National Federation of Temple Brotherhoods donating 12 books to Bunker Hill's library. *Lynnfield Villager*.
- 1982, November 2. Newspaper clipping. "Neighbors." *Middlesex News*. Describes Arthur E. Thompson being named as an assistant professor at BHCC.
- 1983, July 14. Newspaper clipping. "who's news." *Bay State Banner*. Include information on Janice Thomas becoming an admissions counselor at BHCC.
- 1983, September 22. Newspaper article. "BHCC's Thomas help co-ed sort out college life." *Bay State Banner*.
- 1983, October 6. Newspaper clipping. "Kathleen Assar named academic affairs dean." *Malden Evening News*.
- 1983, October 6. Newspaper clipping. "Bunker Hill Names New Academic Dean." *Chelsea Weekly News*.
- 1983, October 12. Newspaper clipping. "Councilor At Bunker Hill." *Everett News*.
- 1983, October 13. Newspaper clipping. "Named Instructor." *Charlestown Patriot & Somerville Chronicle*. Includes information on George Kaloudis, who President Shively named an instructor at BHCC.
- 1983, October 19. Newspaper clipping. "Around the town." *Malden Evening News*. Includes information on Dorothy Gomez becoming a counselor at BHCC.
- 1983, October 20. Newspaper clipping. "Coordinator." *Andover Townsman*. Includes information on Mary Todd, who was named as the coordinator/counselor for the Electronics Certificate Program/Displaced Homemakers Program at BHCC.
- 1983, October 27. Newspaper clipping. Describes Mary Todd being named coordinator/counselor for the Electronics Certificate Program/Displaced Homemakers Program at BHCC. *North Andover Citizen*.
- 1983, December 6. Newspaper clipping. "Address on college funding tomorrow." *Daily News*. The main speaker is Michael Kaplon, the director of financial aid at BHCC.
- 1984, January 20. Newspaper clipping. "VOTE will set endorsement procedures for key races." *MTA Today*.
- 1984, January 24. Newspaper clipping. Includes a photo with a caption about the advisory committee on Education for Aging and The Older Worker at Bunker Hill Community College. *Melrose Evening News*.

- 1984, January 26. Newspaper clipping. "Advisory Committee." *This Week: Malden*.
- 1984, January 31. Newspaper clipping. Describes Len Einstein and Joseph Doolin being appointed to the Advisory Committee on Education for Aging and the Older Workers at Bunker Hill Community College. *News-Tribune*.
- 1984, February 8. Newspaper clipping. Describes Joan M. McGowan being named the assistant dean of academic affairs at BHCC. *West Roxbury Transcript* and *Parkway Transcript*. 2 copies.
- 1984, February 10. Newspaper clipping. "BHCC president names three promotions." *Melrose Evening News* and *Malden Evening News*. 2 copies.
- 1984, February 16. Newspaper clipping. "Malden Woman Is Tops in Nationwide Program." *This Week: Malden*. The article is about Brenda S. Robinson, the International Education Director at BHCC.
- 1984, February 22. Newspaper clipping. "Names." *Patriot Ledger*. Cullen, Esther. Includes a section on Ruth Dworkin Sherman being named as dean of planning and development at BHCC.
- 1984, March 7. Newspaper clipping. Describes Joan McGowan being named the assistant dean of academic affairs at BHCC. *The Cambridge Tab*.
- 1984, March 11. Newspaper clipping. "Billerica student in typing contest." *Sunday Sun*. Includes a section on Brenda S. Robinson, a BHCC employee who was chosen to participate in a leadership training program.
- 1984, March 15. Newspaper article. "Vietnam photos published." *News-Tribune*. DeBenedetto, Frank. The article is about Douglass Clifford, the director of veteran affairs at BHCC.
- 1984, August 6. Newspaper clipping. "Sanford named Ass't. Dean at Bunker Hill Comm. Coll." *Chelsea Record*.
- 1984, August 9. Newspaper clipping. "Najarian attends office conference." *Watertown Press*.
- 1984, August 9. Newspaper clipping. "Named Assistant Dean." *Charlestown Patriot & Somerville Chronicle*.
- 1984, August 20. Newspaper clipping. Includes a section on Carol Dobson, who was appointed director of public information at BHCC. *New England Advertising Week*.
- 1984, August 23. Newspaper clipping. "Personals." *Jewish Advocate*. Markell, Cecille. Describes a book publication of Professor Richard Klayman at BHCC.
- 1984, September 6. Newspaper clipping. Includes information on the dean of the Division of Planning and Development, Bill Craft's, time abroad. *Ipswich Chronicle*.

- 1984, September 6. Newspaper clipping. "Women's League." *Lynnfield-West Peabody News*. Includes information on the guest speaker, Linda Weinstein, who was a librarian and professor at BHCC.
- 1984, September 13. Newspaper clipping. "Along the North Shore." *Jewish Advocate*. Garber, Cynthia. Includes a section on Linda Weinstein, a librarian and professor at BHCC, being hosted by the Womens League of Temple Ner Tamid.
- 1984, September 23. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Includes a section on Judith L. Sanford being appointed assistant dean of academic affairs at BHCC.
- 1985, January 13. Newspaper clipping. "He'll do it every time." *North Shore Sunday*. The article is about John V. Cody, a professor of graphics at BHCC.
- 1985, January 24. Newspaper clipping. "Richards Named Division Chair at B.H.C.C." *Charlestown Patriot & Somerville Chronicle*.
- 1985, February 10. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Includes a section on Roger Richards being named chairman of Division III at BHCC.
- 1985, March 13. Newspaper clipping. "Ex-McGee aide back on faculty." *Daily Evening Item*. 2 copies.
- 1985, April 15. Newspaper clipping. "Resident address' assn." *Daily Transcript*. 2 copies.
- 1985, April 17. Newspaper clipping. "Judith Tully." *Town Crier*. Describes Tully's appointment to the chair of the Math Department at BHCC.
- 1985, April 17. Newspaper clipping. "Melrose man is Bunker Hill CC department head." *Malden Evening News* and *Medford Daily Mercury*. 2 copies.
- 1985, April 18. Newspaper clipping. "Diggings." *Beverly Times*. Includes a section on Beverly Anderson being named chairwoman of the behavioral science department at BHCC.
- 1985, April 22. Newspaper clipping. "Appointed chairperson at BHCC." *Chelsea Record*.
- 1985, April 25. Newspaper clipping. "Melrose prof named dept. head at Bunker Hill." *Melrose Evening News* and *Malden Evening News*. 2 copies.
- 1985, April 25. Newspaper clipping. "Around Malden." *Malden Evening News*. Includes information on Judith Tully being named chair of the Math Department at BHCC.
- 1985, May 13. Newspaper clipping. "MHS Lists Tests." *Milford Daily News*. Includes information on James Berrini, a culinary professor at BHCC, speaking to high school students about culinary careers.
- 1985, May 17. Newspaper clipping. Describes Theresa Sullivan being promoted to assistant professor in the Behavioral Science Department at BHCC. *Daily Evening Item*.
- 1985, May 23. Newspaper clipping. "Bunker Hill promotion." *Observer*.

- 1985, May 23. Newspaper clipping. "Tess." *Dorchester Argus-Citizen, Hyde Park/Mattapan Tribune, and Jamaica Plain Citizen and Roxbury Citizen*. Describes Victor R. Ramirez being named Assistant Financial Aid Director at BHCC. 3 copies.
- 1985, May 23. Newspaper clipping. Describes Barbara Taylor being promoted to professor in the Science Department at BHCC. *Wayland/Weston Town Crier*.
- 1985, May 28. Newspaper clipping. "Medford prof promoted at Bunker Hill." *Malden Evening News and Melrose Evening News*. 2 copies.

### **Folder 3: Faculty and Staff (2)**

- 1985, June 6. Newspaper clipping. "Bunker Hill Community College Professor Honored." *Charlestown Patriot & Somerville Chronicle*.
- 1985, June 11. Newspaper clipping. "Dr. Elwell to teach on American Presidency." *Daily News*.
- 1985, June 13. Newspaper clipping. Describes Dr. Charles C. Self, the chairman of the Science Department at Bunker Hill, winning the Northeast Regional Faculty Award. *Danvers Herald*.
- 1985, June 13. Newspaper clipping. "Tess." *Hyde Park/Mattapan Tribune and Dorchester Argus-Citizen*. Includes information about Yvette Straughter being promoted to Assistant Professor in the Math Department at BHCC. 2 copies.
- 1985, June 26. Newspaper clipping. "Education." *Today Boston University*. Includes a section on Kalimah Nur-Attar being promoted to associate professor at BHCC.
- 1985, June 27. Newspaper clipping. "Named Director at Bunker Hill." *Everett Leader-Herald & News Gazette*.
- 1985, July 7. Newspaper clipping. "Boston, Inc: Restaurant, software store are new items." *Boston Ledger*. Fagan, Kate. Includes a section Richard F. O'Connor being promoted to director of security at BHCC.
- 1985, July 21. Newspaper clipping. "Boston Inc." *Boston Ledger*. Fagan, Kate. Includes information on Donald Matthews Jr. being named director of international programs at BHCC.
- 1985, August 15. Newspaper clipping. "Senior Bookkeeper." *Charlestown Patriot & Somerville Chronicle*.
- 1985, August 15. Newspaper clipping. "Clerk Typist: President's Office." *Charlestown Patriot & Somerville Chronicle*.
- 1985, October 30. Newspaper clipping. "Education." *Today Boston University*. Includes information on Kalimah Nur-Attar being promoted to assistant professor at BHCC.
- 1985, November 13. Newspaper clipping. "Newsmakers." *Newton Graphic*. Includes section on Joseph G. Jurich being promoted to professor in the Communications Department at BHCC.

- 1985, November 16. Newspaper clipping. "Curtis Named By College." *Watertown Sun*.
- 1985, November 28. Newspaper clipping. "Brookline People." *Brookline Citizen*. Includes section on Laura Rossi-Le being awarded the Manuel Carballo Award for Excellence in Public Service for her work as the coordinator of the Second Language program at BHCC.
- 1985, December 5. Newspaper clipping. "Head Of New Academic Advising Center Named at BHCC." *Charlestown Patriot & Somerville Chronicle*.
- 1985, December 15. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Includes a section on Alyce Curtis being named the coordinator of the Academic Advising Resource Center at BHCC.
- 1985, December 16. Newspaper clipping. "Services/Education." *Boston Business Journal*. Includes a section on Alyce Curtis being named coordinator of the Academic Advising Resource Center at BHCC. 2 copies.
- 1985, December 26. Newspaper clipping. "Chisholm Named To Executive Board." *Charlestown Patriot & Somerville Chronicle*. 2 copies.
- c. 1986. Newspaper clipping. "History Of Charlestown To Be Feature Of Lecture Series." Includes information on the lectures, which were held at BHCC with Mon O'Shea as the speaker.
- 1986, January. Newspaper clipping. "Newsmakers." *Sampan*. Includes information on Phong Le becoming an academic adviser at BHCC.
- 1986, January 9. Newspaper clipping. "Tess." *Dorchester Argus-Citizen and Jamaica Plain Citizen and Roxbury Citizen*. Includes information on Phong Le becoming an academic adviser at BHCC. 2 copies.
- 1986, January 12. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Describes Laura Rossi-Le winning the Manuel Carballo Award for Excellence in Public Service for her work at BHCC.
- 1986, January 14. Newspaper clipping. "Waltham man promoted at Guaranty-First Bank." *News-Tribune*. The first part of the paragraph is not related to BHCC, but the second half discusses Alyce Curtis being named coordinator of the Academic Advising Resource Center at BHCC.
- 1986, January 19. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Describes Diana Strange being named director of business and industry relations at BHCC.
- 1986, January 23. Newspaper clipping. Describes Dr. Patricia E. Chisholm, the dean of students at BHCC, being chosen to serve on an executive board. *Wellesley Townsman*.
- 1986, January 26. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Describes Dr. Patricia E. Chisholm, the dean of students at BHCC, being chosen to serve on an executive board.

- 1986, February 2. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Includes a section on Phong Le, who was named academic adviser at BHCC.
- 1986, February 8. Newspaper clipping. "Brennans pile up snow, new honors." *Irish Echo*. Connelly, Maureen. Includes a section on Dr. Patricia E. Chisholm, the dean of students at BHCC, being chosen to serve on an executive board.
- 1986, February 13. Newspaper clipping. Describes Dr. Patricia E. Chisholm, the dean of students at BHCC, being chosen to serve on an executive board. *Wellesley Townsman*.
- 1986, March 9. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Describes Rosa Redonnet, a staff assistant at BHCC, participating in a leadership program.
- 1986, March 16. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Describes Kathleen Teehan, director of admissions at BHCC, participating in an exchange program in Australia.
- 1986, March 29. Newspaper clipping. "The windy Gaels of March." *Irish Echo*. Connelly, Maureen. Describes Kathleen Teehan, director of admissions at BHCC, participating in an exchange program in Australia.
- 1986, May 1. Newspaper clipping. "People in education." *Patriot Ledger*. Includes a section on Shirley Dunbar, a communications professor at BHCC who is hosting an international scholar from France.
- 1986, May 22. Newspaper clipping. "B. Robinson Receives Award." *This Week: Medford*.
- 1986, June 4. Newspaper clipping. "Social and Club Notes." *Everett News*. Describes a performance of the Bunker Hill Community College Jazz Ensemble, led by Tim McLaughlin.
- 1986, June 7. Newspaper clipping. "Olrich Helps Plan Aging Conference." *Newton Villager and Newton Transcript*.
- 1987, March 6-12. Newspaper clipping. "A cultural smorgasbord." *The Charlestown Ledger*. Orman, Ruth. Includes a picture and quote from the international student adviser at BHCC, Luby Ismail. This is only the front page of the article.
- 1987, June 14. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Includes a section on Dr. Patricia E. Chisholm, the dean of students at BHCC, being chosen to serve on an executive board.
- 1987, June 25. Newspaper clipping. "Bunker Hill post for Dr. Minton." *Malden Evening News*.
- 1987, November 26. Newspaper clipping. "Word processing grads receive follow-up lecture at SCALE." *Somerville Journal*.
- 1987, December 6. Newspaper clipping. Describes how Judith Sanford-Harris, an assistant academic dean at BHCC, was elected to the board of directors for the National Academic Advising Association. *Boston Sunday Globe*.

- 1988, February 26. Newspaper clipping. "Named acting director at Bunke Hill CC." *Chelsea Record*.
- 1993, Winter. Newsletter article. "New President Comes to BHCC." *The Fenway Update*. Zimmerli, Renee. 4 p (article is 2 p.).
- N.D. Newspaper article. "A legacy of learning: Smoketown native is named president of small Boston college." Matthews, Clarence.
- N.D. Newspaper clipping. "Melrose prof named dept. head at Bunker Hill."
- N.D. Newspaper clipping. "Dean." Describes R. Brent Bonah being named the dean of Continuing Education at BHCC.
- N.D. Newspaper clipping. "Saval is new college dean." Describes Alan M. Saval being named the dean of administration at BHCC.
- N.D. Newspaper clipping. Describes Rosa Redonnet, an administrator at BHCC, participating in an international leadership training program for two-year college administrators. 2 copies.
- N.D. Newspaper clipping. "Richards Named Division Chair At B.H.C.C."
- N.D. Newspaper article. "Susan Dole — Synonymous with Service at B.H.C.C."

#### **Folder 4: Faculty and Staff – Papers and Books**

- 1979, January 26. Newspaper article. "When husband and wife work, Uncle Sam takes a bigger pay bite." *Beverly Times* and *Gloucester Daily Times*. Kaufman, Peter. 2 copies. For the second article, the author photo and part of the title and cut out as separate pieces.
- 1984, March 7. Newspaper clipping. "Vietnam feature displayed." *Medford Daily Mercury* and *Melrose Evening News*. 2 copies.
- 1984, December 20. Newspaper article. "300 at reception for author of local Jewish history." *Malden Evening News*. Novack, John.
- 1985, February 20. Newspaper article. "New book unveils hostility "New" immigrants encountered in Malden in early days of the 20<sup>th</sup> century." *Malden Evening News*. Brickman, David.
- 1985, April 1. Newspaper article. "Her grandfather was invited guest at 1912 Taft dinner: Descendant cites record." *Medford Daily Mercury*. Brickman, David. The article was in response to Professor Klayman's book.
- 1985, May 7. Newspaper clipping. Describes the publication of Professor Richard Klayman's book. *The Boston Tab*.
- 1985, November 27. Newspaper clipping. "Brotherhood Breakfast." *Malden Evening News*. Professor Richard Klayman spoke about his book at this event.
- 1985, November 28. Newspaper clipping. "Tifereth Israel Breakfast." *This Week: Malden*. Professor Richard Klayman spoke about his book at this event.



- 1985, December 1. Newspaper article. “‘The First Jew’: A study of life in early 20<sup>th</sup> century Massachusetts.” *Sunday Enterprise*. Salvucci, Don.
- 1985, December 2. Newspaper clipping. “N.E. Medical Center site.” *Medford Daily Mercury*. Brickman, David. Includes a section on Professor Richard Klayman’s book that begins with the bolded “Readying a Second Edition...”
- 1986, March 16. Newspaper clipping. “Bookmaking.” *Boston Sunday Globe*. Taylor, Robert. Includes a section on Professor Richard Klayman’s book.
- 1986, April 9. Newspaper article. “Malden’s Italo-community chronicled: Bunker Hill professor details early days of settling in the new world.” *Medford Daily Mercury* and *Malden Evening News*. Klayman, Richard. 2 copies.
- 1986, June 12. Newspaper article. “The Battle of Bunker Hill...And the Birth of a Nation.” *Charlestown Patriot & Somerville Chronicle*. O’Shea, Mon.
- 1987, August 6. Newspaper article. “Search for freedom: Thoughts on the Constitution.” *Swampscott Reporter*. Whipple, James B.
- 1987, September 10. Newspaper article. “Search for freedom: Thoughts on the Constitution.” *Swampscott Reporter*. Whipple, James B.
- 1987, September 17. Newspaper article. “Search for freedom: Limited powers and firm rights.” *Swampscott Reporter*. Whipple, James B.
- 1987, December 7. Newspaper article. “Sharp-minded local professor’s book cites “A Generation of Hope.”” *Malden Evening News*. Brickman, David.
- 1988, February 29. Newspaper clipping. “Richard Klayman helps with Swampscott book.” *Swampscott Reporter*.
- 1993, Winter. Newsletter article. “New President Comes to BHCC.” *The Fenway Update*. Zimmerli, Renee. 4 p.
- N.D., April 17. Newspaper clipping. “Lecture Series Continues on Charlestown’s Legacy.” *Charlestown Patriot & Somerville Chronicle*. Mon O’Shea was the primary lecturer.
- N.D. Newspaper article. “Childhood days in Suffolk Square, close living with good friends.” Klayman, Richard.

#### **Folder 5: Faculty and Staff — Awards**

- 1978, July 20. Newspaper article. Edward Kerr and Peter McLoughlin win Massachusetts Northeast region first place competition and the National Honorable Mention Award of the Small Business Administration. *Newton Villager & Newton Transcript*.
- 1984, February 24. Newspaper clipping. “Warmest Congratulations.” *Medford Daily Mercury*. Includes a photo and caption depicting Dorothea Chabak receiving the “Engineer of the Year” award from President Shively.

- 1984, October 18. Newspaper clipping. "Bunker Hill Faculty Nominated for Outstanding Performance." *Charlestown Patriot & Somerville Chronicle*. 2 copies.
- 1985, January. Newspaper clipping. "Berrini Receives Gov. Award." *Yankee Food Service*. 2 copies.
- 1985, January 6. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Includes a section on Charles Self, the chairman of the Science Department at BHCC, winning the Northeast Region Faculty Award. 2 copies.
- 1985, January 30. Newspaper clipping. "Gets Award." *Milford Daily News*.
- 1985, February 7. Newspaper clipping. "Dr. Kathleen Assar Selected Finalist." *This Week: Medford*.
- 1985, February 11. Newspaper clipping. "BHCC dean one of 2 finalists in competition." *Melrose Evening News*.
- 1985, February 28. Newspaper clipping. "Honored." *Beverly Times*. Describes Dr. Elizabeth Tenore winning the Commonwealth Citation for Outstanding Performance.
- 1985, April 11. Newspaper clipping. "They're the Tops." *Melrose Evening News* and *Malden Evening News*. Includes a photo and caption depicting the winners of the Distinguished Service Awards at the Bunker Hill Community College employee awards program. 2 copies.
- 1985, April 17. Newspaper clipping. "Bunker Hill's Prof. Gross receives honor." *Revere Journal*.
- 1985, April 30. Newspaper clipping. "Graphics professor in cartoonists society." *Daily Evening Item*.
- 1985, May 9. Newspaper clipping. "Receives Presidential Leadership Award." *Charlestown Patriot & Somerville Chronicle*.
- 1985, May 15. Newspaper clipping. "Receives Presidential Leadership Award." *Everett News*.
- 1985, May 26. Newspaper clipping. "Trailblazers." *Sunday Post*. Includes a section on Kathleen Assar receiving the dissertation of the year award.
- 1985, June 20. Newspaper clipping. "Senior Aide Honored by Mayor." *Everett Leader-Herald & News Gazette*.
- 1985, June 24. Newspaper clipping. "Professor honored." *Salem Evening News*.
- 1985, December 26. Newspaper clipping. "Update Brookline." *The Brookline Tab*. Includes a section on Laura Ross-Le winning a public excellence award. 2 copies.
- 1986, January 5. Newspaper clipping. "People in Education." *Boston Sunday Globe*. Includes a section on John V. Cody, a professor of graphics and visual communications at BHCC, being inducted into the National Cartoonist Society.
- 1986, January 8. Newspaper clipping. "Certificate of Appreciation." *Daily Evening Item*.

- 1986, January 9. Newspaper clipping. Includes a photo and caption describing James McCann, the director of Data Processing at BHCC, winning an award. *Salem Observer*.
- 1986, January 9. Newspaper clipping. Includes a photo and caption describing Dorothea Chabak, a Heating and Refrigeration Technician at BHCC, winning a certificate of appreciation. *Billerica Minute-Man*.
- 1986, May 15. Newspaper clipping. "State group honors educator." *Watertown Press*.
- 1986, June 26. Newspaper clipping. "Honored for Distinguished Service" and "Presented Citation for Outstanding Performance." *Charlestown Patriot & Somerville Chronicle*.
- 1986, July 10. Newspaper clipping. Includes a photo with a caption depicting Alberto Gonzales winning the Distinguished Service Award. *Dorchester Argus-Citizen*.
- 1986, November 21. Newspaper article. "Professor honored for dedication to community colleges." *In Focus*. Meryman, Charlotte.
- 1986, November/December. Newspaper article. "Faculty Award Won by Gross." *Association of Community College Trustees Advisor Vol XI Issue 10*.
- 1987, July 1. Newspaper clipping. "Brockton chef selected 'Chef of the Year.'" *Brockton News Tribune*.
- 1987, July 2. Newspaper clipping. "Charlestown Resident Receives Award." *Charlestown Patriot*.
- 1987, July 9. Newspaper clipping. "Resident wins education grant." *Medford Daily Mercury*.
- 1987, July 27. Newspaper clipping. "Bunker Hill award." *Malden Evening News*.
- 1987, August 13. Newspaper clipping. Includes a photo and caption depicting Dorothy Chabak winning a distinguished service award. *Billerica Minute-Man*.

#### **Folder 6: Student Achievements**

- 1975, September 7. Newspaper clipping. Olympia Casullo receives BHCC in Charlestown Service Award of the Division of Continuing Education from President Shively. *Sunday Post*.
- 1977, July 1. Newspaper clipping. "Student-operated restaurant works." *Gloucester Daily Times*.
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- 1979, January 24. Newspaper clipping. "Bank promotes Thomas Sherry." *Revere Journal*. Thomas Sherry was a BHCC student at the time.
- 1979, January 25. Newspaper clipping. "Atlantic Savings Bank elects Asst. Treasurer." *Chelsea Record*. Thomas Sherry was a BHCC student at the time.
- 1979, June 14. Newspaper clipping. Includes a photo and caption depicting Ann Marie Olivieri winning an award. *Everett News*.
- 1979, June 27. Newspaper clipping. "Award winner." *Daily Evening Item*.

- 1979, June 27. Newspaper clipping. Includes a photo and caption depicting Judith J. Morrison winning an award. *Regional Review*.
- 1979, June 27. Newspaper clipping. "Achievement Award." *Revere Journal*.
- 1979, June 27. Newspaper clipping. Includes a photo and caption depicting Judith J. Morrison winning an award. *Sun Transcript*.
- 1979, June 28. Newspaper clipping. Includes a photo and caption depicting Nadine Berry winning an award. *Burlington News*.
- 1979, July 6. Newspaper clipping. Includes a photo and caption depicting George E. Delaney receiving the academic excellence and special achievement awards for the Fire Science and Protection Department. *Boston Herald American*.
- 1979, October 10. Newspaper clipping. "Kathy Kazanjian Still Running." *Stoneham Independent*.
- 1979, October 18. Newspaper clipping. "Assigned In Coast Guard Reserve." *Charlestown Patriot & Somerville Chronicle*.
- 1979, November 14. Newspaper clipping. Describes Kevin Janielis, a Criminal Justice student at BHCC, being appointed as a Jail Officer at the Charles Street Jail. *Sun Transcript*.
- 1980, January 25. Newspaper clipping. "No. End Proud of Anna Maria Fiocca." *Post-Gazette*.
- 1981, January 2. Newspaper clipping "New Year begins with hope for many area residents." Lyons, Marguerite. Includes a section on Laura Romanowski, a BHCC student in the Nuclear Medicine program.
- 1981, April 16. Newspaper clipping. "New Medi-Mart Manager." *Saugus Advertiser*. Includes a photo of Barbara Benn, a former BHCC student, with Harold Shively.
- 1981, April 21. Newspaper clipping. Includes a photo and caption depicting Barbara Benn, a former BHCC student, being congratulated by Harold Shively for her new position. *Daily Evening Item*.
- 1982, March 11. Newspaper clipping. "Interning At Tufts N.E. Medical Ctr." *Saugus Advertiser*.
- 1982, March 16. Newspaper clipping. "New officers." *News-Tribune*. Includes a photo and caption.
- 1982, March 24. Newspaper clipping. Includes a photo and caption about the student association government at BHCC. *West Roxbury Transcript*.
- 1982, March 25. Newspaper clipping. "Luongo fights in Hartford tonight." *Medford Daily Mercury*.
- 1982, October 27. Newspaper clipping. "Banging his Balangi." *Malden Evening News*. Includes a photo and caption about former BHCC student visiting the college.

- 1983, August 3. Newspaper clipping. "Award Recipient." *Revere Journal*.
- 1983, September 21. Newspaper clipping. Includes a photo and caption depicting Sally Arsenault, a student in the medical radiography program, winning an award at commencement. *Sun Winthrop*.
- 1983, October 27. Newspaper clipping. "New Officer on Main St. Beat." *Melrose Free Press*.
- 1983, November 3. Newspaper clipping. "Reading's White wins 'Monster Dash' race." *Daily Times & Chronicle*.
- 1983, November 4. Newspaper clipping. "Chelsea Woman Sets Precedent at Wonderland." *Chelsea Record*. The section is on p. 2.
- 1983, November 10. Newspaper clipping. "Chelsean Is First Female To Operate Brake-Lure At Wonderland Track." *Chelsea Weekly News*.
- 1983, November 14. Newspaper clipping. "Dawn DeAngelis graduate of Dance Teachers' School." *Chelsea Record*.
- 1983, November 17. Newspaper clipping. "Dawn DeAngelis Graduate Of Dance Teaching Program." *Chelsea Weekly News*.
- 1983, November 17. Newspaper clipping. "Local resident in Bunker Hill program." *Wakefield Daily Item*.
- 1983, November 29. Newspaper clipping. "Barbara Tanso named manager." *Melrose Evening News* and *Medford Daily Mercury*. Describes the retail management program at BHCC that Tanso and others participated in. 2 copies.
- 1983, December 1. Newspaper article. "Woman officer adds new shade of blue." *Somerville Journal*. Grillo, Thomas.
- 1983, December 18. Newspaper article. "G-D looks to better last season's effort." *Sunday Sun*. Harrison, Rick.
- 1984, January 7. Newspaper clipping. "Hampstead has three Eagle Scouts." *Haverhill Gazette*.
- 1984, August 5. Newspaper clipping. "The lucky & the strong fight their way back." *Boston Herald*.
- 1984, August 23. Newspaper clipping. Includes a photo and caption depicting Silvana Mazzone winning an award. *Somerville Journal*.
- 1984, November 22. Newspaper clipping. "Comeau To Run." *Arlington Advocate*.
- 1985, May 9. Newspaper clipping. "Signs Recording Contract." *Charlestown Patriot & Somerville Chronicle*.
- 1985, May 14. Newspaper clipping. "Melrose man's band to cut series of albums." *Medford Daily Mercury*. Two members were graduating BHCC students.

- 1985, June 6. Newspaper clipping. Includes a photo and caption depicting Hong Nguyen winning the award of the College Board for Academic Achievement. *Somerville Journal*.
- 1985, July 2. Newspaper clipping. "Awards for two BHCC graduates." *Melrose Evening News*.
- 1985, July 3. Newspaper clipping. "Local BHCC Graduate Receives Special Awards." *Chelsea Weekly News*.
- 1985, July 3. Newspaper clipping. "Debra Driscoll gets award at graduation." *Sun Transcript*.
- 1985, July 3. Newspaper clipping. "Receives award at Bunker Hill." *Revere Journal*.
- 1985, July 3. Newspaper clipping. "Local Students Receive Awards." *East Boston Times – Free Press*.
- 1985, July 3. Newspaper clipping. "Bunker Hill Grad Receives Scholarship." *South Boston Tribune*.
- 1985, July 3. Newspaper clipping. "Everett Students Receive B.H. Awards." *Everett News*.
- 1985, July 3. Newspaper clipping. "Honors." *Andover Townsman*.
- 1985, July 4. Newspaper clipping. "Tess." *Jamaica Plain Citizen and Roxbury Citizen, Hyde Park/Mattapan Tribune*. Includes a section on Jane C. Palermo receiving an award from BHCC. 2 copies.
- 1985, July 4. Newspaper clipping. Describes A. Diane Lampka and Dorothy Burgess Lycourgos receiving awards at graduation. *Brookline Citizen*.
- 1985, July 4. Newspaper clipping. "Bunker Hill Grads Receive Honor Awards." *Everett Leader Herald & News Gazette*.
- 1985, July 4. Newspaper clipping. "Receive Honors at BHCC Graduation." *Charlestown Patriot & Somerville Chronicle*.
- 1985, July 5. Newspaper clipping. "Ellen McEleney BHCC Honors Grad." *Melrose Evening News and Malden Evening News*. 2 copies.
- 1985, July 11. Newspaper clipping. "Tess." *Jamaica Plain Citizen and Roxbury Citizen*. Includes a section on Louis LaSelva receiving a transfer scholarship.
- 1985, July 24. Newspaper clipping. Describes James Cotton winning the Academic Excellence Award. *Patriot Ledger*.
- 1985, July 25. Newspaper clipping. "Bunker Hill." *Somerville Journal*.
- 1985, October 10. Newspaper clipping. "Cantabs." *Cambridge Chronicle*. Describes Joanne Karpowicz receiving an award at graduation.
- 1986, January 13. Newspaper clipping. "Four awarded scholarships from USJB." *Medford Daily Mercury*.
- 1986, March 4. Newspaper clipping. "Quincy resident reigns as Miss Massachusetts." *The Enterprise*.

- 1986, March 6. Newspaper article. "Meet the New Miss Mass." *Boston Herald*.
- 1986, May 9. Newspaper article. "Faces in the Harvard Crowd: Patricia DiGiovanni." *Harvard University Gazette*. DiGiovanni was a student and instructor at BHCC.
- 1986, June 30. Newspaper article. "Recent immigrant, age-old symbol revel in land of free." *Malden Evening News*. 3 copies (one original, two scans).
- 1986, July 3. Newspaper clipping. Includes a photo and caption depicting two BHCC students graduating with honors. *Melrose Free Press*.
- 1986, July 14. Newspaper clipping. "Arresting graduates." *Malden Evening News*.
- 1986, July 24. Newspaper article. "Graduation -- another chapter for an extraordinary veteran." *Chelsea Record*.
- 1987, May 20. Newspaper clipping. "Sampan introduces column in Vietnamese." *Sampan*.
- 1987, June 17. Newspaper article. "Hitting the books at 1 a.m." *Revere Journal*. Baczewski, Cathy. The article discusses State Senator Francis D. Doris graduating with a master's degree, but he was a BHCC alum and worked on many improvement projects at the college.
- 1987, July 7. Newspaper clipping. "Duc Tan Nguyen receives award from Bunker Hill." *Chelsea Record*.
- 1987, July 23. Newspaper clipping. Includes a photo and caption depicting Marie C. Mota winning the Trustee's Scholarship for Academic Excellence. *Somerville Journal*.
- 1987, October 19. Newspaper clipping. "Southeast Asians get representation." *Daily Evening Item*. The coordinator for the Office of Southeast Asian Affairs is a BHCC student.
- 1987, October 29. Newspaper clipping. "Pappas wins Eastern events." *Arlington Advocate*.
- N.D. Newspaper article. "She brought home a lasting prize." *The Patriot Ledger*. Dine, Phillip.

#### **Folder 7: Student Government**

- 1979, April 8. Newspaper clipping. Includes a photo and caption depicting a student government workshop. *Medford Sunday Post*.
- 1979, November 7. Newspaper clipping. "Cusick elected to sports unit." *Fall River Herald*.
- 1979, November 7. Newspaper clipping. "Local Notes." *Stoneham Independent*. Includes a section on Richard Paige being elected to the program council.
- 1979, November 8. Newspaper clipping. Includes a photo and caption depicting the new members of student government. *Newton Villager and Newton Transcript*.

- 1979, November 8. Newspaper clipping. "Cantabulations." *Cambridge Chronicle*. Includes a section on Paulette Cusick being elected to student government.
- 1979, November 9. Newspaper clipping. Includes a photo and caption depicting the new members of student government. *News (E)*.
- 1979, November 15. Newspaper clipping. "Cusick elected to student government." *Somerville Journal*.
- 1979, November 22. Newspaper clipping. Describes John T. Cunha being elected to the Student Senate. *Lexington Minuteman*.
- 1980, February 27. Newspaper clipping. Includes a photo and caption depicting new members of the student government. *Wakefield Daily Item*.
- 1980, February 27. Newspaper clipping. "Elected To Council." *Everett News*.
- 1980, February 27. Newspaper clipping. "Student government." *Parkway Transcript* and *West Roxbury Transcript*. 2 copies.
- 1980, February 27. Newspaper clipping. Describes Rick Paige being elected to student government. *Stoneham Independent*.
- 1980, February 27. Newspaper clipping. "On Student Senate." *East Boston Times-Free Press*.
- 1980, February 28. Newspaper clipping. Includes a photo and caption depicting new student government members. *Medford Daily Mercury*.
- 1980, February 28. Newspaper clipping. Describes Karen Caci being elected to the Student Senate. *Melrose Free Press*.
- 1980, March 1. Newspaper clipping. Includes a photo and caption depicting members of student government. *Boston Herald American*.
- 1980, March 5. Newspaper clipping. Includes a photo and caption depicting new members of student government. *News (E)* and *Melrose Evening News*. 2 copies.
- 1980, March 6. Newspaper clipping. "Athletic Council." *Everett Leader-Herald & News Gazette*.
- 1980, March 12. Newspaper clipping. Includes a photo and caption depicting President Shively meeting with student government leaders. *Revere Journal*.
- 1980, March 20. Newspaper clipping. Describes Stephanie Koulet being elected to student government. *Arlington Advocate*.
- 1982, March 10. Newspaper clipping. "Area 'Senators.'" *Malden Evening News* and *Melrose Evening News*.
- 1982, March 11. Newspaper clipping. Includes a photo and caption depicting members of the student government. *Newton Villager and Newton Transcript*.
- 1982, March 22. Newspaper clipping. Includes a photo and caption depicting a meeting of the Student Senate. *Medford Sunday Post*.



- 1982, March 24. Newspaper clipping. Includes a photo and caption depicting members of the student government. *Parkway Transcript*.
- 1982, March 26. Newspaper clipping. "Student Solons." *Medford Daily Mercury*.
- 1983, November 23. Newspaper clipping. Describes Kristin Minsky being elected to student government. *Milton Record-Transcript*.
- 1983, November 23. Newspaper clipping. "Social and Club Notes." *Everett News*.
- 1983, November 23. Newspaper clipping. "Names and Faces." Includes a section on Mario Calisi, a senate chairperson of the student government. *West Roxbury Transcript*.
- 1983, November 24. Newspaper clipping. Includes a photo and caption depicting members of the senate of student government. *Everett Leader-Herald & News Gazette*.
- 1983, November 24. Newspaper clipping. "Student Government at B.H.C.C." *Charlestown Patriot & Somerville Chronicle*.
- 1983, November 29. Newspaper clipping. Includes two photos and captions depicting the members of the student government and senate. *Medford Daily Mercury*.
- 1983, November 30. Newspaper clipping. "Mario Calisi." *West Roxbury Transcript* and *Parkway Transcript*. 2 copies.
- 1983, December 1. Newspaper clipping. Includes a photo and caption depicting new members of student government. *Melrose Free Press*.
- 1983, December 1. Newspaper clipping. Includes a photo and caption depicting members of student government. *Somerville Journal*.
- 1984, April 5. Newspaper clipping. "Tess." Hyde Park/Mattapan Tribune. Includes a section on Karla Brown being elected to student senate.
- 1984, November 29. Newspaper clipping. "Named Chairman of BHCC Student Senate." *Charlestown Patriot & Somerville Chronicle*. 2 copies.
- 1984, November 29. Newspaper clipping. Includes photo and caption depicting new members of the Student Senate. *Everett Leader-Herald & News Gazette*.
- 1985, March 27. Newspaper clipping. "Seated as Senators." *Malden Evening News*.
- 1985, April 4. Newspaper clipping. Describes Kevin Naughton being elected to the Student Senate. *Needham Times*.
- 1985, December 11. Newspaper clipping. "Student senators." *Melrose Evening News*. 2 copies.
- 1986, January 9. Newspaper clipping. Includes a photo and caption depicting new members of the Student Senate. *Arlington Advocate*.
- 1986, April 1. Newspaper clipping. "Senator." *Medford Daily Mercury*.
- 1986, April 2. Newspaper clipping. "Local resident named to student senate." *Wakefield Daily Item*.

- 1986, April 9. Newspaper clipping. "Anna Carbone elected BHCC student senator." *Sun Transcript*.

#### **Folder 12: People/students/other**

- 1985. September 8. Newspaper clipping. "This DSS worker steered me straight." *Boston Herald*. Douglas, Martha.
- 1985, October 5. Newspaper clipping. "Parents get word missing daughter is safe in shelter." *Boston Globe*.
- 1986, January 16. Newspaper clipping. "Mass. Jobs agency opens in Dudley Sq." *Bay State Banner*. 2 p.

#### **Folder 15: Advertised Curriculum**

- 1978, December 5. Newspaper clipping. "... program schedule." *Medford Daily*.
- 1978, December 13. Newspaper clipping. "'CAPIC offer program for eligible youth.'" *Revere Journal*.

#### **Folder 25: Other Programs**

- 1978, December. Newspaper clipping. "Christmas Program at Bunker Hill."

#### **Folder 30: Cooperative Higher Education**

- 1978, October 6. Newspaper clipping. President of Taipei Municipal Teachers College for Women presents president Shively with scroll. *Ipswich Today*. 2 p (1st p missing).
- 1978, November 16. Newspaper clipping. "Far East Meets East Coast." *Ipswich Chronicle*.
- 1978, December 13. Newspaper clipping. "To Visit Bunker Hill College." *Everett News*.

#### **Folder 33: Graduations + Anniversaries**

- 1976, June 8. Newspaper clipping. "Bunker Hill grads hear Rep. Harrington." *Herald-American*.
- 1977, July 23. Newspaper clipping. "Graduation Exercises of 1977." *Boston Herald*. 2 p.
- 1978, July 20. Newspaper clipping. "BHCC Commencement." *Charlestown Patriot & Somerville Chronicle*.

#### **Folder 36: Conferences**

- 1978, November 17. Newspaper clipping. "Around Wrentham." *Sun Chronicle*.

- 1978, December 9. Newspaper clipping. "Food & Beverage Executives Society of Greater Boston, Annual Nominations meeting." *Food Service News*.

#### **Folder 43: Community Interactions**

- 1978, December 7. Newspaper clipping. "Community Leadership Awards." *Charlestown Patriot & Somerville Chronicle*.

#### **Folder 45: Community Infrastructure**

- Newspaper clipping. "A Room with a View."

#### **Folder 47: BHCC Opening**

- 1973, April 12. Newspaper clipping. "Bunker Hill Community Collee to begin operation in September." *South Boston Tribune*.
- 1973, May 17. Newspaper clipping. "Discuss New College." *Jewish Advocate*.
- 1973, May. Newspaper clipping. "BHCC Pres. In C-Town."
- 1973, September 26. Newspaper clipping. "New Bunker Hill College Opens." *Globe (M)*.
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### **LEGACY COLLECTION 999(XXRG/PC)**

#### **XXPC01 BHCC Publications**

XXPC01.1 BHCC Catalogs -- SEE RG011.02

XXPC01.2. Course Description -- SEE RG011.02

XXPC01.3 Calendars -- SEE RG011.04

XXPC01.4 Financial Aid Info

XXPC01.5 BHCC Health Services

- N.D. Personal Health Dictionary. 18 p. 2 copies.

XXPC01.6 Faculty & Staff Handbook -- SEE RG011.07

XXPC01.6.1. BHCC Faculty & Staff Manuscripts

- o Prof. Marshall Nanis, Business Administration. "Research paper: Real estate sales. vi, 199 p.; bound leaves; typewriting. C., 1980-1981. Draft for the textbook "Selling Real Estate."
- o Prof. Charles Self, Professor and Chairperson in Science. Comprehensive Paper 1: a position on a computer literacy course. [n.d.] 25 p.; loose. (typewriting)  
Comprehensive Paper 2: an overview of educational technologies and implications for staff development. [n.d.] 33 p.; loose (typewriting).
- o

PC01.7 Faculty Advisor's Handbook -- SEE RG011.07

**XXPC02 BHCC Newsletters -- SEE RG011.03**

**XXPC03 Student magazines --SEE RG011.01.01**

XXPC04.0?

XXPC04.1 Student newsletters-- SEE RG011.01.02

XXPC04.2 Student Flyers

- Avi Nelson – enemy of the people. Flyer of the meeting at BHCC with Avi Nelson. Students for peoples rights. Mailbox #40.
- More in here.

XXPC04.3 Alumni Publications

- *Alumni Connection*. BHCC Alumni newsletter. Winter 1988, v.1 no2, Fall 1989, Spring 1990, Summer 1992, Fall 1995 (1 copy), Spring 1997 (2 copies), Winter 2002, Fall 2002 (2 copies), Fall 2003, Spring 2003
- Class of 2000 BHCC A.B.E Program, ESL. *Our reflections*. Essays. Introduction by Natalie, Victoria—ESL instructor. (Index of 23 students' names included) 32 p. loose leaves, some with photographs.

**XXPC05 "BHCC booklets (misc., by departments and divisions)"**

- 1985, December 11. "BHCC Open House"
- 2013, July 13. "BHCC Open House"
- 1988, Summer. Project Start.
- [n.d.] Outreach Program. "We Succeed...When You Succeed."
- [n.d.] Educational Outreach.
- [n.d.] General Information (3 copies.)
- 4 Success stories from BHCC.
- [n.d.] Student Development Programs.
- Center for Family Studies Presents a Conference on "Unemployment during Economic Depression: its Impact on the Family."
- Flyer: Become part of a new educational experience at BHCC.

- [n.d.] BHCC at a glance.
- “An Invitation to join...The Friends of Bunker Hill Community College.” 2 copies.
- BHCC: 25 Years of Learning. 21st Century Thinking. Postcard flyer.
- “BHCC: Fifteen years of Excellence in Education.” [1987, 16 p., oversize] 3 copies.

#### XXPC05.1 Admissions Department

- [1978] Admissions Brochure
- Computer/electronic Technician
- [n.d.] Intensive English for non-native speakers

#### XXPC05.2 Counseling Center

- 1987. Transfer guide / by Lina Y. Bell
- [1986] Transitions : a Summer Institute
- [n.d.] CEPIC : Career, Education Placement Information Center.
- Get wise about Mass Transfer Compact
- Worker’s Assistant Center

#### XXPC05.3 Continuing Education

- 1977-1978 The Dietetic Assistant Program
- Summer’79 June 11 - August 1 Day & Evening classes
- Summer’80 June 16 - August 7 Day & Evening classes
- 1983 Some Continuing education offerings
- 1984 College of the air telecourses
- 1984-1985 The Dietetic Assistant Program
- 1986 Office of External Studies and Community Service
- [n.d.] How to start your own business
- [n.d.] Enroll in Introduction to Audio-Visual Media. A beginning course in the Media Technology Program.
- “1995, January. CEBO Update. A newsletter published quarterly. Continuing education & business outreach.”

#### XXPC05.4 Community Services

- Arts alive! Arts project funded November 1977 for one year through Title VI of the Medford Consortium of the Comprehensive Employment and Training Act. (CETA)
- [n.d.] The Friends of Bunker Hill Community College

#### XXPC05.5 BHCC Foundation

- The margin of excellence [1988?]

#### XXPC05.6 Human Resources

- Presidential Search. Application deadline December 18, 1987

#### XXPC05.7 BHCC Student Affairs

- 1992-1993 brochure
- *Here's the Scoop*. A publication of the BHCC Division of Student Affairs. New student edition. – Spring 1998, v.4.

#### XXPC05.8 Division of Planning & Development

- “Serving: Business, Industry, Private/Public Agencies”
- Center for Business & Industry
- The Institute for Corporate & Community Development
- Bunker Hill Community College at a glance...(1996?)
- BHCC Community Educational Service Program Resource Manuel
- “Students our Most Important Product” “ Who Our Students Are: an update for How May I Help You Workshop,” June 1986
- Responsibilities of the Division of planning and Development

#### XXPC05.9 Public Safety

- “Student right to know and campus security act Safety for the College community / by Richard O’Connor, Director of Public Safety. [1994]”

#### XXPC05.10 Institutional Effectiveness - SEE ALSO RG011.06 and RG021--

- BHCC 1998 Enrollment: institutional effectiveness
- BHCC 2000-2001 fact book: institutional effectiveness
- BHCC 2002-2003 fact book: institutional effectiveness
- BHCC 2003-2004 fact book: institutional effectiveness
- BHCC 2004-2005 fact book: institutional effectiveness
- BHCC 2005-2006 fact book: institutional effectiveness
- BHCC 2008-2009 fact book: institutional effectiveness

#### XXPC05.10.1 Institutional Effectiveness

- BHCC 30<sup>th</sup> Annual Graduate Follow up

#### XXPC05.11 Communication Departments

#### XXPC05.12 BHCC Student Handbook -- SEE RG011.05

#### XXin Magazines by faculty & staff

#### XXPC 06.1 “Teaching for Our Times: A Journal of Good Teaching Practice”

- Teaching for Our Times. Volume One, 1999. Edited by Shirley Cassara and Jean M. Bernard. 128 p. Two copies.
- Teaching for Our Times: Focus on Learning. Volume Two, 2000. Edited by Shirley Cassara and Jean M. Bernard. 130 p. Two copies.
- Teaching for Our Times: The journal of teaching and learning of Bunker Hill Community College. Guidelines for the Submission of Papers. 1 p. Two copies.

- Teaching for Our Times Volume III Call for Papers. 1 p.
- Teaching for Our Times: Access. Volume Three, 2001. Edited by Shirley Cassara and Jean M. Bernard. 119 p. Two copies.
- Teaching for Our Times: Partnerships and Collaborations. Volume Four, 2004. Edited by Shirley Cassara. 116 p. Two copies.
- Teaching for Our Times: Critical Thinking: Teaching, Learning, and Assessment. Volume Six, 2008. Edited by Shirley Cassara. 98 p. Two copies.

\*Note: Copies are also housed on a shelf in the archives room, including copies of Volume Five. These copies are searchable in the library catalog.

#### XXPC06.2 Faculty and Staff Presentations

#### XXPC07 BHCC Faculty & staff dissertations

- Dalton, Orville J. Nature and human nature. A dissertation presented to the School of Philosophy of the Aquinas Institute of Philosophy and Theology : Pontifical faculty of Philosophy of the Studium Generale of St. Thomas Aquinas. In partial fulfillment of the requirements for the degree of Doctor of Philosophy. River Forest, IL, 1968. v, 132 p.”
- Dunbar, Shirley E. Simulation games and individualized instruction : an experimental study on apprehension and achievement in Community College freshman writing students. A major applied research project presented in partial fulfillment of the requirements for the degree of Doctor of Education. Nova University, 1979. vii, 55 p.
- James, Samuel R. The individual and comparative effects of a pre-group preparation upon two different therapy groups. Boston University School of Education. Submitted in partial fulfillment of the requirement for the degree of Doctor of Education. 172 p. (Former BHCC student.)
- London, Howard B. Pursuing integrity : the culture of a working class Community College. Boston College Graduate School. Department of sociology. Submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the Graduate School of Boston College. May 1976. 261 p.
- McGlynn, Martin John. Differences in self-concept in learning disabled adults.” Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. February 1983. Subject : Education. 109 p.
- Ross, Robert Gary. Staying in school : peer support group intervention with high risk community college students. Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. September 1981. Subject : Education. 248 p.
- Self, Mary Anne Nally. A study of the effect of field-dependence / independence on student ratings of faculty at the Community College level. Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. February 1983. Subject : Education. ix; 81 p.

- Scott, Lawrence Sherwood. Paris and the June Days of 1884: A Case Study of Revolutionary Leadership. 1987. 219 p.
- Wylie, Thomas F. An examination of international students in three public two-year colleges. Submitted to the Graduate School of the University of Massachusetts in partial fulfillment of the requirements for the degree of Doctor of Education. May 1993. School of Education. xiii; 259 p.

#### XXPC08 BHCC posters

- "Compelling Conversations Speaker Series" 2004-2008.
- Student Shows (misc., chronological; many art shows included)
  - Does anything here need to be moved to RG008 Art Gallery?

#### XXPC09 Chelsea Publications

##### XXRG02

- XXRG02.1 BHCC Board of Trustees Meetings -- SEE RG001.01
- XXRG02.2 Reports to BHCC Board of Trustees -- SEE RG001.02
- XXRG02.3 BHCC Board of Trustees Correspondence -- SEE RG001.02
- XXRG02.4 BHCC Board of Trustees Finance -- SEE RG001.02
- XXRG02.5 BHCC Board of Trustees Misc. 1981-1992 -- SEE RG001.02

#### XXRG04 Division of Administration

- XXRG04.1 Human Resources
- XXRG04-04 Task Force Reports

#### XXRG05 Office of Registrar

#### XXRG07 Academic Departments (Check to see if these have been moved – remove syllabus at least from the archives)

- Prof. Mark Liberman Syllabus & outline. Cultural anthropology. Spring 1994. Cultural anthropology. Fall 2000. The Family. Principles of psychology Fall 2000
- "Prof. Pastel, Douglas, The media technology program and the sound stage educational plan."  
"Review and recommendations. Prepared for the BHCC by Douglas Pastel. 1995, December 29."

#### XXRG08 Alumni

- BHCC ALUMNI ASSOCIATION Activity Report
- BHCC ALUMNI ASSOCIATION Alumni Annual Meeting
- BHCC ALUMNI ASSOCIATION Alumni Association Database
- BHCC ALUMNI ASSOCIATION Alumni Association Meetings
- BHCC ALUMNI ASSOCIATION By-Laws Amended 8/12/03 (6 p)
- BHCC ALUMNI ASSOCIATION Board Members
- BHCC ALUMNI ASSOCIATION Successful Alumni
- BHCC ALUMNI ASSOCIATION Task Force Meeting Minutes 8/17/88



- BHCC ALUMNI ASSOCIATION Meeting Minutes September 15, 1988; December 14, 1988

#### XXRG09 Dean of Student Offices (Office of Student Activities)

##### XXRG09.1 Student Life (rest of this section moved to RG004.10.07 – check)

- The student population at Bunker Hill Community College. Selected characteristics. 27 p. 3 copies. Study made by Student Services Division and the Open Forum.
- BHCC 30 years of student success. Orientation for the new students Fall 2003. “What contributes to a student success; Get to know BHCC library today; Lockers; Textbook Assistance Program; Office of Student Activities—list of activities and clubs, Order form for Fall semester passes; Charlestown Campus map, Orientation Leader Job Description; Breakout Discussion Group Agenda Leadership Tool box, Introducing College life, How to make dynamite grades 2003 BHCC Student Orientation card. Folder with 30th Anniversary logo.”

##### XXRG09.2 Advising & Counseling

- BHCC Student Orientation. “1974, September. 12 p.; 1976, Fall. 13 p.”

##### XXRG09.3 Health Services

#### XXRG10 Library

##### XXRG10.1 Self Directed Learning Center

- BHCC Learning Center Courses of Instruction [brochure]
- BHCC Center for Self Directed Learning Spring 1994
- Center for Self Directed Learning Telecourses
- Telecourses Fall 1998
- BHCC Learning Center Policies and Procedures
- BHCC Learning center [brochure]
- Learning Center Staff Meeting Minutes April 14, 1989

##### XXRG11 College Events

RG12 BHCC College Forum -- SEE RG012 Governance

RG13 Mini Grants / Proposals – General -- SEE RG013 Grant Records

RG14 Sabbatical Reports -- SEE RG014 Sabbatical Reports

RG15 NEASC Committee – SEE RG015 NEASC Accreditation

##### XXRG16. 1 Task Force Report

- “1975, September.” Charlestown High School/ Bunker Hill Community College Task Force report on: Educational enrichment. 34 p. Business and electrical programs. 102 p. Learning center and developmental skills. 80 p. (2 copies). Career exploration. 45 p.(2 copies). Human relations. 62 p. (2 copies)
- 1994-1996. Greater Boston Urban Education Collaborative.
- English Task Force: pilot Courses for Pre-freshman and freshman English. 133 p.

#### XXRG17 Career and Placement Center

- BHCC Twenty-third Annual Graduate Follow-up Survey. “1997 graduates. Published in Summer 2000. – Career and Placement Center. BHCC, Boston, MA.”

#### XXRG18 Chelsea Campus Records

#### XXRG19 Building Plans

##### XXRG19.1 Library Plans

- Correspondence between John (JH) and Sheila Byer; John (JH) and Betty. Recommendations attached for library layout. 9/20/74
- Set of three building plans. Two are labeled “Library Stacks Study A” and one is labeled “Library Stacks Study B.” 12/4/75.
- One library plan. “Library Revision-Level 52.” 4/29/75
- One library plan. “11/7/75 Level 52”
- Four library plans. “Level 52 12/24/75” plan A4; “Level 52 12/24/75” plan A33; “Level 52, Library Stack Study A, 12/24/75”; “Level 52, Library Stack Study B, 12/24/75”.
- Three library plans. One is labeled “library revision-level 52” 4/29/75. Others are not labeled and not dated.
- One library plan. “Level 52 Library Stacks Study B 12/4/75”
- One library plan. 2/20/76.
- One library plan. “Library Stacks Act #2. 2/3/76”
- Eight library plans. Plan No. 1-6; 8-9. “Floor Plan level 10. A-1, 3/11/76” “Level 24. A-2” “Level 35. A-3, 3/11/76” Level 52. A-4, 3/11/76” “Level 66. A-5, 3/11/76” “Roof Plan. A-6, 3/11/76” “East & North Elevations. A-8, 3/11/76” “West & South Elevations. A-9, 3/11/76”.
- One library building plan. 3/17/76
- One library building plan. Plan No. A-4. “Floor Plan Level 52. April 23, 1976.”
- One library building plan. Plan No. A-4. “Floor Plan Level 52. April 23, 1976.”
- One library building plan. Plan No. A-33. “Reflected Ceiling Plan Level 52. April 23, 1976.”
- One library building plan. Plan No. A-4. “Floor Plan Level 52. June 25, 1976.”
- One library building plan. Drawing No. SKA-28. “Revision to Stack Layout at Room 32. APP [SCK] 12, 1978.”
- One library building plan. Drawing No.1. “Library Furniture Layout Third Floor. AUGUST 8, ’78.”
- One library building plan. Drawing No.1. “Library Furniture Layout Third Floor. AUGUST 8, ’78. Revised AUGUST 28, 78.”

- One library building plan. Drawing No.1. "Library Furniture Layout Third Floor. AUGUST 8, '78. Revised AUGUST 28, 78." [DISCARD, DUPLICATE]
- One library building plan. Sheet No. A-3. "Library Plans Elevation. Dec, 5, 2000."
- Three library building plans. Plan No. A-4. "Floor Plan Level 52. Org. Date: JUN. 25, 1976. Date: BEB. 25, 2001."
- One undated, unlabeled plan. Seems to be from the 1970's and more than likely of the library.
- Three library building plans. Unlabeled, of the same place. Small differences in the number of seats etc. Revisions of each other.

#### XXRG19.2 Chelsea Campus Renovations

- One black foam board of building plans Renovations of Chelsea Post Office, created by Finegold Alexander + Associates Inc.
- One black foam board with two colored drawings of the outside of the Chelsea Post Office. Renovations of Chelsea Post Office, created by Finegold Alexander + Associates Inc.
- One white foam board with colored drawing of the interior view of grand entry tower. Renovations of Chelsea Post Office, created by Finegold Alexander + Associates Inc.
- One white foam board with colored drawing of the elevations of the Chelsea Post Office. Renovations of Chelsea Post Office, created by Finegold Alexander + Associates Inc.
- One white foam board with colored drawing of the exterior view along Shurtleff street.. Renovations of Chelsea Post Office, created by Finegold Alexander + Associates Inc.

#### XXRG20 BHCC Master Plan

[For related information please see RG12.7 Long Range Planning Committee]

- BHCC Five Year Master Plan 1983 [three copies]
- BHCC Master Plan 1984

## PHOTOGRAPHS

### Series 0: Undated BHCC Photographs

#### 0.0000.1

- 0.0000.1.1: 3 Photographs c. August 1999 (3 photos)
- 0.0000.1.2: Culinary Arts Students (17 photos)
- 0.0000.1.3: Charlestown Cleanup (4 photos)
- 0.0000.1.4: Bill Croft – Foundation Scholarship (3 photos)
- 0.0000.1.5: Maureen Pompeo Massaro – Foundation Scholarship (9 photos)
- 0.0000.1.6: Rotating Billboard and Campus (8 photos)
- 0.0000.1.7: Ribbon Cutting of New Faculty Offices (4 photos)
- 0.0000.1.8: “Day of Dialogue” Undated (19 photos)
- 0.0000.1.9: Anne Umansky – Literature Classes (104 photos)
- 0.0000.1.10: Damien DeJasto Political Event (43 photos)
- 0.0000.1.11: BHCC Mural (1 transparency)
- 0.0000.1.12: Academic Classrooms and exterior shots of BHCC (32 slides)
- 0.0000.1.13 Oversized photographs (9 photos, framed in cardstock)
  - person sitting in auditorium/theater holding rolled up paper; in color
  - people sitting in a classroom; in color
  - scene of sidewalk in autumn (?); in b&w
  - flowers at a market, Jeanne DiPietro; in color
  - fireworks at night with trees; in color
  - person with chef’s hat looking down at table, Beth Fleishaker; in b&w
  - bolts, nuts, and washers scattered on dark background, David Manning; in b&w
  - person sitting on a rocky coast; in b&w
  - soccer team holding trophy outside of BHCC; in color

#### 0.0000.2

- 0.0000.2.1: Student Activities Awards (86 photos)
- 0.0000.2.2: Success Program (19 photos)
- 0.0000.2.3: Unknown Events (149 photos)
- 0.0000.2.4: Extra Photos not used in 30th Anniversary Exhibit (2 photos)
- 0.0000.2.5: International Visitors (11 photos)
- 0.0000.2.6: Elementary School Students at Art Gallery (2 photos)
- 0.0000.2.7: Outdoor Event with President Fifield (16 photos)
- 0.0000.2.8: Tom Wylie (6 photos, 2 are duplicates)

0.0000.3

- 0.0000.3.1: Mike Dukakis Visit (2 photos)
- 0.0000.3.2: BHCC Childcare Center (5 photos)
- 0.0000.3.3: Christmas Parties (22 photos)
- 0.0000.3.4: Caribbean Party at Chelsea Campus (8 photos)
- 0.0000.3.5: Unknown Events (10 photos)
- 0.0000.3.6: Music and Art at BHCC (6 photos)
- 0.0000.3.7: Professor Ortiz Retirement (29 photos)
- 0.0000.3.8: Dean Roger Richards Retirement c. 1985-1989 (21 photos)
- 0.0000.3.9: Halloween Party (3 photos)
- 0.0000.3.10: BHCC Chelsea Campus Events (35 photos)
- 0.0000.3.11: Black and White Photographs of Awards in Library (19 photos)
- 0.0000.3.12: Asst'd Group (2 photos)
- 0.0000.3.13: Faculty Workroom Parties (32 photos)
- 0.0000.3.14: Anne Hyde (2 photos)
- 0.0000.3.15: Ted Kennedy at BHCC (7 photos)

0.0000.4

- 0.0000.4.1: NARDACS (33 photos)
- 0.0000.4.2: Commencement c. 1980s (9 photos)
- 0.0000.4.3: BHCC Campus (51 photos)
- 0.0000.4.4: Employee Recognition and Retirement c.1990-1994 (24 photos)
- 0.0000.4.5: Faculty/Staff Headshots and Photos (34 photos)
- 0.0000.4.6: Faculty and Staff Photographs and Events (50 photos)

0.0000.5

- 0.0000.5.1: Unidentified Events (48 photos)
- 0.0000.5.2: International Center Opening (55 photos)
- 0.0000.5.3: Miscellaneous Photographs (88 photos)
- 0.0000.5.4: New Nurses Office Dedication (6 photos and additional negatives)

0.0000.6

- 0.0000.6.1: Suffolk University/BHCC Joint Admissions Unk. Date (7 photos)
- 0.0000.6.2: Pine Manor/BHCC collaboration Agreement Unk. Date (12 photos)
- 0.0000.6.3: New Nurses Office Dedication (4 photos)
- 0.0000.6.4: Unknown Event (6 Contact Sheets)
- 0.0000.6.5: Miscellaneous photographs (unknown event and Unknown date) (6 photos)
- 0.0000.6.6: Nurses pinning ceremony (19 photos)
- 0.0000.6.7: Professor Cindy Fong: Jazz (13 photos)
- 0.0000.6.8: Various BHCC photographs (41 photos and 4 sheaves of negatives and 3 photocopied sections of photos) 6 photo index cards

0.0000.7

- 0.0000.7.1 BHCC Athletics (28 photos)
- 0.0000.7.2 Computer Lab (31 photos)
- 0.0000.7.3 Music/Band (6 photos)
- 0.0000.7.4 Miscellaneous photos
- 0.0000.7.5: Jesse M. Thompson unknown event (9 photos)
- 0.0000.7.6: Mystery photographs (5 Polaroid photos and 28 Photos)
- 0.0000.7.7: BHCC Television (7 photos)
- 0.0000.7.8: Miscellaneous (13 photos)
- 0.0000.7.9: Black and White reproductions (2 photos)

0.0000.8

- 0.0000.8.1: Biology: (1 photo index and 9 photos)
- 0.0000.8.2: Miscellaneous (33 photos and 2 index cards)
- 0.0000.8.3: Black History Month Speaker (1 speaker)
- 0.0000.8.4: BHCC Architecture (6 slides)

0.0000.9

- 0.0000.9.1: Christmas Party (13 photos)
  - 0.0000.9.1.1
  - 0.0000.9.1.2
  - 0.0000.9.1.3
  - 0.0000.9.1.4
  - 0.0000.9.1.5
  - 0.0000.9.1.6
  - 0.0000.9.1.7: incl. Mary Fifield
  - 0.0000.9.1.8: incl. Mary Fifield
  - 0.0000.9.1.9
  - 0.0000.9.1.10
  - 0.0000.9.1.11
  - 0.0000.9.1.12
  - 0.0000.9.1.13
- 0.0000.9.2: Student Activities (Nursing??) (23 negatives)
- 0.0000.9.3: BHCC Chart (13 photos, 4 Polaroids, 4 transparencies)
- 0.0000.9.4: Hospitality B&W (13 photos)
- 0.0000.9.5: BHCC Advertisement & Marketing (26 photos)
- 0.0000.9.6: SGA (38 photos)
- 0.0000.9.7: BHCC Daycare (20 photos)
- 0.0000.9.8: Charlestown Campus – Exterior views (28 photos)
- 0.0000.9.9: Charlestown Campus – Exterior views B&W (13 photos)
- 0.0000.9.10: Supervisory Management Skills Meeting (21 photos)
- 0.0000.9.11: BHCC Orientation July 1997 / 2000? (4 photos)
  - 0.0000.9.11.1: July 1997
  - 0.0000.9.11.2:

- 0.0000.9.11.3: Students at orientation, 2000?
- 0.0000.9.11.4: Students at orientation, 2000?
- 0.0000.9.12: Unknown Breakfast Event (21 photos)
  - 0.0000.9.12.1: incl. Mary Fifield
  - 0.0000.9.12.2
  - 0.0000.9.12.3
  - 0.0000.9.12.4
  - 0.0000.9.12.5
  - 0.0000.9.12.6
  - 0.0000.9.12.7
  - 0.0000.9.12.8
  - 0.0000.9.12.9
  - 0.0000.9.12.10: incl. Mary Fifield
  - 0.0000.9.12.11
  - 0.0000.9.12.12
  - 0.0000.9.12.13
  - 0.0000.9.12.14
  - 0.0000.9.12.15
  - 0.0000.9.12.16
  - 0.0000.9.12.17
  - 0.0000.9.12.18: incl. Mary Fifield
  - 0.0000.9.12.19: incl. Mary Fifield
  - 0.0000.9.12.20
  - 0.0000.9.12.21
- 0.0000.9.13: Internship Program c. late 90s (2 photos)
- 0.0000.9.14: NISOD Awardees (12 photos)
- 0.0000.9.15: Student Activities (8 photos)
  - 0.0000.9.15.1
  - 0.0000.9.15.2
  - 0.0000.9.15.3: Students at orientation, 2000?
  - 0.0000.9.15.4
  - 0.0000.9.15.5
  - 0.0000.9.15.6
  - 0.0000.9.15.7: Students at orientation, 2000?
  - 0.0000.9.15.8: Students at orientation, 2000?
- 0.0000.9.16: Students – Color photographs, 2001 (32 photos)
- 0.0000.9.17: Students – Black and white photographs (24 photos)
- 0.0000.9.18: Classes/Classrooms, 2001 (26 photos)
- 0.0000.9.19: Science/Engineering Classes (16 photos)
- 0.0000.9.20: Fine art classes (8 photos)
  - 0.0000.9.20.1: c. 2001
  - 0.0000.9.20.2: c. 2001
  - 0.0000.9.20.3: c. 2001
  - 0.0000.9.20.4

- 0.0000.9.20.5
- 0.0000.9.20.6
- 0.0000.9.20.7
- 0.0000.9.20.8
- 0.0000.9.21: Culinary arts classes (6 photos)
- 0.0000.9.22: Flower arranging (5 photos)
- 0.0000.9.23: Computer lab classes (8 photos)
- 0.0000.9.24: Charlestown Campus Interiors (24 photos)
- 0.0000.9.25: Cambridge Rindge and Latin School (2 photos)
- 0.0000.9.26: Faculty and Staff Color photographs (50 photos)
- 0.0000.9.27: Faculty and Staff black and white photographs (22 photos)
- 0.0000.9.28: Misc. Awards (16 photos)
- 0.0000.9.29: Misc. Speakers (3 photos)
  - 0.0000.9.29.1: "08/28/03"
  - 0.0000.9.29.2
  - 0.0000.9.29.3
  - 0.0000.9.29.4: Mary Fifield
- 0.0000.9.30: Commencement? Ceremony (13 photos)
- 0.0000.9.31: Unknown events (58 photos)
- 0.0000.9.32: Misc. (12 photos)
  
- 0.0000.10
  - 0.0000.10.1: Lourdene Huhra Going Away Party (36 photos)
  - 0.0000.10.2: Offender Re-Entry Program, incl. Bob Flynn (10 photos)
  - 0.0000.10.3: Senior College (36 photos, index, negatives)
  - 0.0000.10.4: Faculty Appreciation (37 photos)
    - 0.0000.10.4.1: "Chelsea Staff; Edwin Silva, Judith Graham, John Chirichiello, Helen Sekenski, Tony Ngo, Joe Lutoff, Lucy Gonzalez, Mohamed Bayir, Jayne Shannon"
    - 0.0000.10.4.2: Edwin Silva, Helen Sekenski, Tony Ngo, Lucy Gonzalez
    - 0.0000.10.4.3
    - 0.0000.10.4.4
    - 0.0000.10.4.5: incl. Mary Fifield
    - 0.0000.10.4.6: incl. Mary Fifield
    - 0.0000.10.4.7
    - 0.0000.10.4.8
    - 0.0000.10.4.9
    - 0.0000.10.4.10: "Stephen Scott"
    - 0.0000.10.4.11: Mary Fifield with "Susan Walling"
    - 0.0000.10.4.12: "Herb Gross"
    - 0.0000.10.4.13: "Barbara Taylor"
    - 0.0000.10.4.14: Mary Fifield with "Dottie Gomez"
    - 0.0000.10.4.15: "Molly Ambrose (I)" with "Kathy Cedrone Vacearo"
    - 0.0000.10.4.16: Mary Fifield with "Harriet Hutchinson"



0.0000.10.4.17: "Natalie Olivieri"  
0.0000.10.4.18: Mary Fifield with "Trong Hong"  
0.0000.10.4.19: "Charles Murphy"  
0.0000.10.4.20: Mary Fifield with "Bill Sakamoto"  
0.0000.10.4.21: Mary Fifield with "James Dilday"  
0.0000.10.4.22: Mary Fifield with "Linda King"  
0.0000.10.4.23: Mary Fifield with "Jimmie Roberts"  
0.0000.10.4.24: "Ted Ridout"  
0.0000.10.4.25: Mary Fifield with "David Grayer"  
0.0000.10.4.26: Mary Fifield with "Bob Flynn"  
0.0000.10.4.27: Mary Fifield with "Judith Burnett"  
0.0000.10.4.28: "Mark Lieberman"  
0.0000.10.4.29: Mary Fifield with "Joyce Di Christoforo"  
0.0000.10.4.30: Mary Fifield with "Anna Tsakanisianos"  
0.0000.10.4.31: "Nancy Myers"  
0.0000.10.4.32: "Ted Carlson"  
0.0000.10.4.33: Mary Fifield with "Bob Leonard"  
0.0000.10.4.34: Mary Fifield with "Art Fournier"  
0.0000.10.4.35: Mary Fifield with "Amilia Irwin"  
0.0000.10.4.36: Mary Fifield with "Lloyd Johnson"  
0.0000.10.4.37: Mary Fifield with "Brent Bonah"  
0.0000.10.5: Unknown Multipoint Conference (12 photos)  
0.0000.10.5.1: Judith I. Gill, Acting Chancellor  
0.0000.10.5.2: incl. Jane Edmonds, Stephen Tocco, Judith Gill, and Tamara Davis  
0.0000.10.5.3: Mary Fifield  
0.0000.10.5.4  
0.0000.10.5.5: Jane Edmonds, Stephen Tocco, Judith Gill, and Tamara Davis  
0.0000.10.5.6: Jane C. Edmonds, Vice Chair  
0.0000.10.5.7  
0.0000.10.5.8  
0.0000.10.5.9  
0.0000.10.5.10  
0.0000.10.5.11  
0.0000.10.5.12  
0.0000.10.6: Negatives – Unknown events  
0.0000.10.7: Nursing Program (1 photo, negatives, index; 4 photos from another set)  
0.0000.10.8: Student Life [Doug A] (31 photos, index)  
0.0000.10.9: Student Life [Doug B] (22 photos, 2 index)  
0.0000.10.10: Student Life [Doug C] (27 photos, index)  
0.0000.10.11: Student Life [Posed Shots – Doug?] (23 photos, index)  
0.0000.10.12: Student Life [Posed Shots II – Doug?] (35 photos, index)  
0.0000.10.13: Posed shots (4 photos in one set; 3 photos, negatives)  
0.0000.10.14: Classrooms (15 photos)  
0.0000.10.15: Outdoor campus photos (9 photos)

- 0.0000.10.16: Unknown golf tournament (65 photos)
- 0.0000.10.17: BHCC Foundation, Inc. Event at the Hampshire House – 1997? (91 photos)
- 0.0000.10.18: BHCC logos (6 cut-out paper slips)
- 0.0000.10.19: Student Dance, c. 1991/1992? (10 photos)
- 0.0000.10.20: Sports, September 9, 2010 (7 photos, 2 sheaves of undated negatives)
- 0.0000.10.21: BHCC Foundation, Inc. Event at the Hampshire House (68 photos)
- 0.0000.10.22: BHCC Clambake, c. 1986? (30 photos)
- 0.0000.10.23: Kerr Tournament, c. 1996? (52 photos)
- 0.0000.10.24: Employee Recognition event (59 photos)
- 0.0000.10.25: Undated Hampshire House event (30 photos color 30 photos B&W)
- 0.0000.10.26: Study abroad (34 photos)
- 0.0000.10.27: Culinary Arts Department B&W (2 photos)

0.0000.11

- 0.0000.11.1: Student life posed shots, c. 2002 (for college catalog?) (33 photos)
- 0.0000.11.2: Student life posed shots, incl. computers (15 photos)
- 0.0000.11.3: Student dance, c. early 2000s? (1 photo)
- 0.0000.11.4: (Kerr?) golf tournament (5 photos)
- 0.0000.11.5: Kerr memorial golf tournament (44 photos)
- 0.0000.11.6: Holiday Party (8 photos)
- 0.0000.11.7(Formerly 0.0000.11.8): Charlestown Campus – Exterior views, large format (3 photos)
- 0.0000.11.8: Misc. large format (3 photos)
- 0.0000.11.10: (Kerr?) golf tournament negatives (3 sheaves)
- 0.0000.11.11: Men and Women’s basketball c. 1999 negatives (3 sheaves)
- 0.0000.11.12: Honor Society Speakers c. 1998 negatives (1 sheaf)
- 0.0000.11.13: Misc. posed classroom shots negatives (1 sheaf)
- 0.0000.11.14: 9/11 Remembrance event (1 photo)

0.0000.12

- 0.0000.12.1: Presentation (web design?) (37 photos)
- 0.0000.12.2: Halloween party (83 photos) (In newly created box with most of undated 0000.11 photos)

0.0000.13

- 0.0000.13.1: Two students playing chess (7 photos)
- 0.0000.13.2: Professor and student talking about schoolwork c. 2000 (3 photos)
- 0.0000.13.3: Unnamed shirt display event. C.2000 (2 photos)
- 0.0000.13.4: Unnamed dinner with Mary Fifield (10 photos)
- 0.0000.13.5: Professors meeting and talking in a classroom (21 photos)
- 0.0000.13.6: Miscellaneous Student Photos (2 photos)

0.0000.14

- 0.0000.14.1: Deans and Presidents (15 photos)
- 0.0000.14.2: Unidentified Visitor (6 photos)

- 0.0000.14.3: Miscellaneous Student and Faculty Photos (5 photos)
- 0.0000.14.4: BHCC Visitors and Guests (19 photos)
- 0.0000.14.5: Employee Recognition Event c. 1997 (11 photos)
- 0.0000.14.6: Job Fair (4 photos)
- 0.0000.14.7: Dance Event (6 photos)
- 0.0000.14.8: BHCC Culinary Students (7 photos)
- 0.0000.14.9: Men's Baseball c. 1990s (55 photos)
- 0.0000.14.10: RAD/Nursing (12 photos)
- 0.0000.14.11: International Events (6 photos)
- 0.0000.15
- 0.0000.15.1: AKM Alpha Kappa Mu, Honors (27 photos)
- 0.0000.15.2: Theater (6 photos)
- 0.0000.15.3: Student Activity Photos (82 photos)
- 0.0000.15.4: Unknown Commencement Ceremony (52 photos)
- 0.0000.15.5: Sports (18 photos)
- 0.0000.15.6: Haiti Celebration (16 photos)
- 0.0000.15.7: Salsa Dancing c. 1990s (18 photos)

Series 1: Annual Event Photographs

1.1973.1

- 1.1973.1.1 – Campus Construction (20 photos)

1.1985.1

- 1.1985.1.1 – (1 photo)

1.1987.1

- 1.1987.1.1 – Graduation; Emergency program (2 photos)
- 1.1987.1.2 – (2 slides)
- 1.1987.1.3 – photographer Judith Sedwick (1 photo, 9 contact sheets)

1.1988.1

- 1.1988.1.1 - International Fair 1988 (19 photos)
- 1.1988.1.2 - Mentor CHS Program 1988 (24 photos)

1.1989.1

- 1.1989.1.1 – Baseball pitcher (1 photo)

1.1990.1

- 1.1990.1.1 - President Piedad Robertson Commencement, 1990 (2 photos)
- 1.1990.1.2 - Edward Teller Visit, 1990 (23 photos)
- 1.1990.1.3 – Dedication of Al Gonzalez Carpenter Shop 1/25/1990 (4 photos)
- 1.1990.1.4 – (1 photo)
- 1.1990.1.5 – Janet Stearns slides (14 slides)
- 1.1990.1.6 – Graduation ceremony (1 contact sheet)

1.1992.1

- 1.1992.1.1 – Commencement, 1992 (49 photos)
- 1.1992.1.2 – President Stikes First Day September 1992 (24 photos)
- 1.1992.1.3 – Outing with Johnson, November 1992 (4 photos)
- 1.1992.1.4 – Unidentified Trip (4 photos)
- 1.1992.1.5 – Unknown Event (47 photos)
- 1.1992.1.6 – Honors 1992 (23 photos)

1.1993.1

- 1.1993.1.1 - Commencement, 1993 (72 photos)
- 1.1993.1.2 - College Artwork Purchased, 1993 (60 photos)
- 1.1993.1.3 – BHCC 20<sup>th</sup> Anniversary August 1993 (40 photos)
- 1.1993.1.4 – Student Activities (53 slides)
- 1.1993.1.5 – (11 transparencies)

1.1993.2

- 1.1993.2.1 - Graduation Day, May 1993 (Slides)

1.1994.1

- 1.1994.1.1 - Spring Day/BHCC 20<sup>th</sup> Anniversary Fest, May 21, 1994 (77 Photos)
- 1.1994.1.2 - 20<sup>th</sup> Anniversary Road Race and Barbecue (15 photos)
- 1.1994.1.3 - BHCC Forum Series, 1994 (1 photo)
- 1.1994.1.4 - Trip Seaside, 1994 (12 photos)
- 1.1994.1.5 – Hampshire House (70 photos, 4 contact sheets)
- 1.1994.1.6 – AH Cert (2 sides)
- 1.1994.1.7 – BHCC Building (1 photo)
- 1.1994.1.8 – Edward Kerr Memorial Golf Tournament (79 photos) **[Box 12]**
- 1.1994.1.9 – 20<sup>th</sup> Anniversary Gala Event photo of Kalimah Nur, May 20<sup>th</sup> **[Box 12]**

1.1995.1

- 1.1995.1.1 – Commencement 1995 (68 photos)
- 1.1995.1.2: 6<sup>th</sup> Annual Evening at Hampshire House, March 31<sup>st</sup>, 1995, Part 1  
(43 photos)
  - 1.1995.1.2.1: Culinary Art Department students
  - 1.1995.1.2.2
  - 1.1995.1.2.3: Culinary Art Department students with Mary Beth Barton
  - 1.1995.1.2.4
  - 1.1995.1.2.5: BHCC President C. Scully Stikes
  - 1.1995.1.2.6: Thomas Kershaw with Culinary Art Department students
  - 1.1995.1.2.7
  - 1.1995.1.2.8: incl. Kim Bimshas, Third Rail editor
  - 1.1995.1.2.9: incl. Kim Bimshas, Third Rail editor
  - 1.1995.1.2.10

- 1.1995.1.2.11
- 1.1995.1.2.12: Culinary Art Department students with Mary Beth Barton
- 1.1995.1.2.13: Culinary Art Department students with Mary Beth Barton
- 1.1995.1.2.14
- 1.1995.1.2.15
- 1.1995.1.2.16
- 1.1995.1.2.17
- 1.1995.1.2.18: Culinary Art Department students
- 1.1995.1.2.19: Culinary Art Department students
- 1.1995.1.2.20
- 1.1995.1.2.21
- 1.1995.1.2.22
- 1.1995.1.2.23
- 1.1995.1.2.24: incl. Kim Bimshas
- 1.1995.1.2.25: incl. Kim Bimshas
- 1.1995.1.2.26
- 1.1995.1.2.27
- 1.1995.1.2.28
- 1.1995.1.2.29
- 1.1995.1.2.30: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.31: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.32: incl. C. Scully Stikes and Culinary Art Department students
- 1.1995.1.2.33: incl. C. Scully Stikes and Culinary Art Department students
- 1.1995.1.2.34: incl. C. Scully Stikes and Culinary Art Department students
- 1.1995.1.2.35: incl. Mary Beth Barton, Assistant Professor, Culinary Arts
- 1.1995.1.2.36: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.37: incl. C. Scully Stikes
- 1.1995.1.2.38: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.39: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.40: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.41: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.42: Thomas Kershaw with Culinary Art Department students
- 1.1995.1.2.43: incl. C. Scully Stikes
- 1.1995.1.3: 6<sup>th</sup> Annual Evening at Hampshire House, March 31<sup>st</sup>, 1995, Part 2 (33 photos)
- 1.1995.1.4: BHCC Foundation, Inc. golf tournament (56 photos)
- 1.1995.1.5: Honors 1995 (65 photos)
  
- 1.1996.1
- 1.1996.1.1 - Commencement, 1996 (31 photos)
- 1.1996.1.2 - Honors, 1996 (26 photos)
- 1.1996.1.3 - Spring Day 1996 (50 photos)
- 1.1996.1.3 - Student Activities Event - Awards Banquet, May 1996 (70 photos)
- 1.1996.1.4 - Women of the World, 1996 (21 photos)
- 1.1996.1.5 - Juanita Lightfoot Going Away (5 photos)

- 1.1996.1.6 - Nursing/Rad Science, 1996 (8 photos)
- 1.1996.1.7 – BHCC Foundation, Inc. Scholarship Open golf tournament (66 photos) **[Box 12]**

#### 1.1997.1

- 1.1997.1.1 - Commencement, 1997 (28 photos)
- 1.1997.1.2 - Honors, 1997 (27 photos)
- 1.1997.1.3 - Honors Society Induction Ceremony, 1997 (34 photos)
- 1.1997.1.4 - Admission Councilors' Breakfast, 1997 (5 photos)
- 1.1997.1.5 - South African Teachers' Visit (45 photos)
- 1.1997.1.6 - Health Fair, 1997 (4 photos)
- 1.1997.1.7 - Art Gallery Opening, Student Exhibit, 1997 (24 photos)
- 1.1997.1.8 - Mon O'Shea Going Away Party, 1997 (24 photos)
- 1.1997.1.9 - Ultrasound Lab at BHCC, Start of the Program (4 photos)
- 1.1997.1.10 - Staff Appreciation Breakfast, April 16, 1997 (22 photos)
- 1.1997.1.11 - Employee Recognition, 1997 (72 photos)
- 1.1997.1.12 - Future Search, 1997 (22 photos)
- 1.1997.1.13 - Student Activities (8 slides)
- 1.1997.1.14 – Kerr Tournament (79 photos) **[Box 12]**

#### 1.1997.2

- 1.1997.2.1 – Employee recognition (8 photos)
- 1.1997.2.2 – Employee recognition (20 photos)
- 1.1997.2.3 – Community Partnership Signing, 1997 (1 photo) **[Box 12]**

#### 1.1998.1

- 1.1998.1.1 - Commencement, 1998 (136 photos)
  - 3 additional 1998 commencement photographs found
- 1.1998.1.2 - Honors, 1998 (71 photos)
- 1.1998.1.3 - Future Search, 1998 (37 photos)
- 1.1998.1.4 - Employee Recognition, 1998 (43 photos)

#### 1.1998.2

- 1.1998.1.1 - Convocation, 1998 (15 photos)
- 1.1998.1.2 - Teleconference, 1998 (38 photos)
- 1.1998.2.3 - KERR Tournament, 1998 (50 photos)
  - Note: 5 photos filed in bottom sleeve on last page
  - Note: 18 photos filed in Box 12—Filed in with the rest of the photographs**
- 11/6/23**
- 1.1998.2.4 - Presentation of OMNI 2000, for visually impaired students, 1998 (9 photos) Note: 3 photos filed in bottom sleeve on last page
- 1.1998.2.5 - Staff Recognition Breakfast, 1998 (35 photos)
- 1.1998.2.6 – Honors graduate celebration (139 photos)
- 1.1998.2.7 – Student Activities (2 slides)
- 1.1998.2.8 – (12 transparencies)

### 1.1998.3

- 1.1998.3.1 – Free tax help program (14 photos)
- 1.1998.3.2 – 25<sup>th</sup> Anniversary Gala Celebration, May 30, 1998 (63 photos)
- 1.1998.3.3 – “Success Program, Bridge Program” (1 photo)
- 1.1998.3.4: 25<sup>th</sup> Anniversary Halloween Party (44 photos)
- 1.1998.3.5: Miscellaneous Photos (22 photos)

### 1.1999.1

- 1.1999.1.1 - Golf Tournament, July 26, 1999 (60 photos) **[in the 1998-1999.1 box]**
- 1.1999.1.2 - Holiday Party, 1999 (80 photos)
- 1.1999.1.3 - Convocation, 1999 (48 photos)
- 1.1999.1.4 – Perimeter Road Before 8/17/99 (16 photos)
- 1.1999.1.5 – Perimeter Road Construction 1999 (12 photos)
- 1.1999.1.6 – Before and After Shots of Faculty Offices (7 photos)
- 1.1999.1.7 - Student Activities, 1999 (22 photos)
- 1.1999.1.8 -Homecoming Alumni Dance, 1999 (30 photos)
- 1.1999.1.9 - Students on Racism, October 6, 1999 (16 photos)
- 1.1999.1.10 - Employee Recognition, May 10, 1999 (2 Pieces of Program, 24 photos)
- 1.1999.1.11 – Employee Recognition, May 10, 1999 series II (27 photos) **[Box 12]**
- 1.1999.1.12 - Employee Development Breakfast, 1999 (17 photos)
- 1.1999.1.13 – Employee Development Breakfast, 1999 series II (16 photos) **[Box 12]**

### 1.1999.2

- 1.1999.2.1 - Future Search, 1999 (269 photos, 9 print sheets)
- 1.1999.2.2 – Commencement, 1999 (5 photos)
- 1.1999.2.3 – Commencement, 1999 Series II (40 photos) **[Box 12]**
  - 1.1999.2.3.1: Mary Fifield and Jane Swift, Lt. Governor of Massachusetts
  - 1.1999.2.3.2
  - 1.1999.2.3.3
  - 1.1999.2.3.4
  - 1.1999.2.3.5
  - 1.1999.2.3.6
  - 1.1999.2.3.7
  - 1.1999.2.3.8
  - 1.1999.2.3.9
  - 1.1999.2.3.10
  - 1.1999.2.3.11: incl. Mary Fifield
  - 1.1999.2.3.12: incl. Mary Fifield
  - 1.1999.2.3.13
  - 1.1999.2.3.14
  - 1.1999.2.3.15
  - 1.1999.2.3.16: incl. Mary Fifield
  - 1.1999.2.3.17: Mary Fifield and Anne Hyde

- 1.1999.2.3.18: Anne Hyde
- 1.1999.2.3.19: Anne Hyde
- 1.1999.2.3.20: Anne Hyde
- 1.1999.2.3.21: Mary Fifield and Anne Hyde
- 1.1999.2.3.22: Jane Swift, Mary Fifield, and Anne Hyde
- 1.1999.2.3.23: Mary Fifield and Anne Hyde
- 1.1999.2.3.24: Mary Fifield and Anne Hyde
- 1.1999.2.3.25
- 1.1999.2.3.26: Mary Fifield
- 1.1999.2.3.27
- 1.1999.2.3.28
- 1.1999.2.3.29
- 1.1999.2.3.30
- 1.1999.2.3.31
- 1.1999.2.3.32
- 1.1999.2.3.33: incl. Anne Hyde, Mary Fifield, and Jane Swift
- 1.1999.2.3.35
- 1.1999.2.3.36
- 1.1999.2.3.37: incl. Anne Hyde
- 1.1999.2.3.38
- 1.1999.2.3.39: Jane Swift
- 1.1999.2.3.40
- 1.1999.2.4 Commencement, 1999 Series III (12 photos) [**Box 12**]
  - 1.1999.2.4.1: incl. Anne Hyde
  - 1.1999.2.4.2: incl. Anne Hyde
  - 1.1999.2.4.3
  - 1.1999.2.4.4
  - 1.1999.2.4.5
  - 1.1999.2.4.6: Anne Hyde, Jane Swift, and Mary Fifield
  - 1.1999.2.4.7: Anne Hyde, Jane Swift, and Mary Fifield
  - 1.1999.2.4.8: incl. Anne Hyde, Jane Swift, and Mary Fifield
  - 1.1999.2.4.9: incl. Anne Hyde, Jane Swift, and Mary Fifield
  - 1.1999.2.4.10: incl. Anne Hyde, Jane Swift, and Mary Fifield
  - 1.1999.2.4.11: incl. Anne Hyde, Jane Swift, and Mary Fifield
  - 1.1999.2.4.12: incl. Anne Hyde, Jane Swift, and Mary Fifield
- 1.1999.2.5 Commencement, 1999 Series IV (48 photos) [**Box 12**]
  - 1.1999.2.5.1: incl. Mary Fifield
  - 1.1999.2.5.2: incl. Mary Fifield
  - 1.1999.2.5.3: incl. Mary Fifield
  - 1.1999.2.5.4: incl. Mary Fifield
  - 1.1999.2.5.5: incl. Mary Fifield
  - 1.1999.2.5.6: Jane Swift
  - 1.1999.2.5.7: Jane Swift
  - 1.1999.2.5.8: Jane Swift



1.1999.2.5.9: incl. Anne Hyde, Mary Fifield, and Jane Swift  
1.1999.2.5.10: incl. Anne Hyde, Mary Fifield, and Jane Swift  
1.1999.2.5.11: incl. Anne Hyde, Mary Fifield, and Jane Swift  
1.1999.2.5.12: Mary Fifield and Jane Swift  
1.1999.2.5.13: Mary Fifield and Jane Swift  
1.1999.2.5.14: Mary Fifield and Jane Swift  
1.1999.2.5.15  
1.1999.2.5.16  
1.1999.2.5.17  
1.1999.2.5.18: incl. Mary Fifield  
1.1999.2.5.19: incl. Mary Fifield  
1.1999.2.5.20  
1.1999.2.5.21  
1.1999.2.5.22  
1.1999.2.5.23  
1.1999.2.5.24  
1.1999.2.5.25  
1.1999.2.5.26  
1.1999.2.5.27  
1.1999.2.5.28  
1.1999.2.5.29  
1.1999.2.5.30  
1.1999.2.5.31  
1.1999.2.5.32  
1.1999.2.5.33  
1.1999.2.5.34  
1.1999.2.5.35: incl. Mary Fifield  
1.1999.2.5.36: incl. Mary Fifield  
1.1999.2.5.37: incl. Mary Fifield  
1.1999.2.5.38: incl. Mary Fifield  
1.1999.2.5.39: incl. Mary Fifield  
1.1999.2.5.40: incl. Mary Fifield  
1.1999.2.5.41: incl. Mary Fifield  
1.1999.2.5.42: incl. Mary Fifield  
1.1999.2.5.43: incl. Mary Fifield  
1.1999.2.5.44: incl. Mary Fifield  
1.1999.2.5.45: incl. Mary Fifield  
1.1999.2.5.46: incl. Mary Fifield  
1.1999.2.5.47: incl. Mary Fifield  
1.1999.2.5.48

1.1999.2.6 – Commencement, 1999 Series V (49 photos) [**Box 12**]

1.1999.3

1.1999.3.1 – BHCC 25<sup>th</sup> Anniversary (268 photos)

1.1999.4

- 1.1999.4.1 – Odyssey 1999 at Hampshire House (147 photos)
- 1.1999.4.2 – Honors, 1999 (53 photos) **[Box 12]**
- 1.1999.4.3 – Honors, 1999, series II (26 photos) **[Box 12]**

1.2000.1

- 1.2000.1.1 - Graduation, 2000 (67 photos)
- 1.2000.1.2 - Honors Ceremony, 2000 (112 photos)
- 1.2000.1.3- Adult Basic Ed., 2000 (56 photos)
- 1.2000.1.4 - Nurse Pinning Ceremony, 2000 (4 photos)

1.2000.2

- 1.2000.2.1 - DCE Faculty Evening, 2000 (24 photos)
- 1.2000.2.2 - Staff Recognition, 2000 (27 photos)
- 1.2000.2.3 - Staff Appreciation Brunch, 2000 (38 photos)
- 1.2000.2.4 - Adjunct Faculty Center - Opening Ceremony, 2000 (10 photos)
- 1.2000.2.5 - NEASC Final Report, 2000 (7 photos)
- 1.2000.2.6 - NEASC Appreciation Reception, 2000 (58 photos)
- 1.2000.2.7 - Day of Dialog, February 17, 2000 (38 photos)
- 1.2000.2.8 - Convocation and Convocation Brunch, 2000 (35 photos)
- 1.2000.2.9 - International Delegation, 2000 (39 photos)
- 1.2000.2.10 - Faculty and Staff Pictures, 2000 (17 photos)

1.2000.3

- 1.2000.3.1 - Christmas Party, 2000 (45 photos)
- 1.2000.3.2 - Academic Life, 2000 (30 photos)
- 1.2000.3.3 - Catalog Photos, 2000 (13 photos)
- 1.2000.3.4 – Criminal Justice Department Directions 2000 (16 photos)

1.2000.4

- 1.2000.4.1 - Future Search, 2000 (221 photos)
- 1.2000.4.2 – (2 photos)
- 1.2000.4.3 – Crime Scene Investigation (40 photos) **[Box N]**
- 1.2000.4.4 – Continental Airlines (27 photos) **[Box N]**
- 1.2000.4.5 – Misc. Student Photos (4 photos) **[Box N]**

1.2001.1

- 1.2001.1.1 – Swing Dance 2001 (20 photos)
- 1.2001.1.2 – (3 photos)
- 1.2001.1.3 – Spring Day, 2001 Part 1 (88 Photos)

1.2001.2

- 1. 2001.2.1 – Spring Day, 2001 Part 2 (45 photos)

- 1.2001.2.2 – Convocation Day 2001 (53 photos) **[Box N]**
- 1.2001.2.3 - Adult Basic Education Ceremony (51 photos & negatives)

1.2001.3

- 1. 2001.3.1 – International Education 2001 (395 photos)

1.2001.4

- 1.2001.4.1 – P.S. We're Adjuncts (17 photos)
- 1.2001.4.2 – BHCC Catalog 2001-2002 Academic Year (45 photos) **[Box N]**
- 1.2001.4.3 – Veteran's Shelter Fundraiser 2001 (39 photos with one flyer announcing the event) **[Box N]**
- 1.2001.4.4 – Employee Recognition 2001 (34 photos) **[Box I]**

1.2001.5 **[Box I]**

- 1.2001.5.1 – BHCC Commencement 2001 (195 photos)

1.2001.6 **[Box I]**

- 1.2001.6.1 – BHCC Honors Ceremony 2001 (166 photos)

1.2001.7 **[Box I]**

- 1.2001.7.1 – BHCC Technology Summit at the Seaport Hotel, November 2, 2001 (270 photos)

1.2001.8 **[Box I]**

- 1.2001.8.1 – BHCC Family Day 2001 (97 photos)
- 1.2001.8.2 – NISOD 2001 (6 photos)
- 1.2001.8.3 – September 11, 2001 Relief Efforts at BHCC (3 photos)

1.2002.1

- 1.2002.1.1 – Library in Zhytomyer, Ukraine (1 photo)
- 1.2002.1.2 – Commencement and Honors Ceremony, 2002 (125 photos)
- 1.2002.1.3 – Commencement and Honors Ceremony, 2002, Series II (20 photos) **[Box 12]**
  - 1.2002.1.3.1
  - 1.2002.1.3.2
  - 1.2002.1.3.3: incl. Mary Fifield
  - 1.2002.1.3.4
  - 1.2002.1.3.5
  - 1.2002.1.3.6
  - 1.2002.1.3.7
  - 1.2002.1.3.8
  - 1.2002.1.3.9
  - 1.2002.1.3.10
  - 1.2002.1.3.11
  - 1.2002.1.3.12

- 1.2002.1.3.13: incl. Mary Fifield
- 1.2002.1.3.14: incl. Mary Fifield
- 1.2002.1.3.15: incl. Mary Fifield
- 1.2002.1.3.16: incl. Mary Fifield
- 1.2002.1.3.17: incl. Mary Fifield and Faculty
- 1.2002.1.3.18
- 1.2002.1.3.19
- 1.2002.1.3.20: incl. Mary Fifield; "equity award Hor AD"

## 1.2002.2

- 1.2002.2.1-Adult Basic Education (108 photos)

## 1.2002.3

- 1.2002.3.1 - Innovation 2002, J.F.K. Library Reception (147 photos)

## 1.2002.4

- 1.2002.4.1 – Senator Kennedy at Innovations 2002 (42 photos) **[Box J]**
- 1.2002.4.2 – Mayor’s Meeting 2002 (22 photos)
- 1.2002.4.3 – ACT Center Opening 2002 (34 photos)
- 1.2002.4.4 – Black History Month 2002 (51 photos)

## 1.2002.5 **[Box J]**

- 1.2002.5.1 —Facilities at BHCC (Boston Campus) 2002 (30 photos)

## 1.2002.6 **[Box N]**

- 1. 2002.6.1 – Spring Day 2002 (178 photos)
- 1.2002.6.2 – Convocation? [September 2002] (14 photos)

## 1.2002.7 **[Box F]**

- 1. 2002.7.1 – Charlestown Campus (BHCC Main Campus) Senior Luncheon 2002 (45 photos)
- 1.2002.7.2 — Transforming BHCC: Achievements and Collective Vision for the Future, Omni Parker House, January 2002 (316 photos)
- 1.2002.7.3 – Nursing Pinning 2002 (43 photos)
- 1.2002.7.4 – Satellite Campuses (23 photos, negatives, 1 CD)
- 1.2002.7.5 – 2002-2003 SGA (20 photos, negatives)

## 1.2002.8 **[Box F]**

- 1.2002.8.1 – Staff Appreciation Breakfast (50 photos)
- 1.2002.8.2 – September 11 Remembrance (32 photos)
- 1.2002.8.3 – Resource Library Dedication (27 photos)
- 1.2002.8.4 – Hampshire House, BHCC Foundation Fundraiser

## 1.2003.1

- 1.2003.1.1 - Commencement, May 31, 2003 (89 photos)
- 1.2003.1.2 - Honors Awards, 2003 (172 photos)
- 1.2003.1.3 - Spring Day, April 30, 2003 (7 photos)
- 1.2003.1.4 – Holiday parties (104 photos)

1.2003.2

- 1.2003.2.1 – Faculty outing (5 photos)
- 1.2003.2.2—Nursing Pinning, 2003 (26 Photos)
- 1.2003.2.3—Graduation 2003 (110 Photos)

1.2003.3 **[Box J]**

- 1.2003.3.1 –Transforming BHCC January 2003 (221 photos)

1.2003.4 **[Box J]**

- 1.2003.4.1 – BHCC Foundation, Inc. Gala at Hampshire House 2003 (118 photos)
- 1.2003.4.2 – MLK Day 2003 (48 photos)
- 1.2003.4.3 – Bill Richardson speaks about DNC 2004 (39 photos)
- 1.2003.4.4 – 30<sup>th</sup> Anniversary Misc. Photos (7 photos)
- 1.2003.4.5 – Unknown Fall 2003 Event (11 photos)

1.2004.1

- 1.2004.1.1 – Future Search, January 13, 2004

Series 2: Presidential Collections

2.Shively.1

- 2.Shively.1.1 - H. Shively Retirement (1 invitation, 50 photos)

2.Shively.2

- 2 Shively.2.1 – President Shively – various photos (23 photos, 1 volume of “The Quill”, 1 BHCC Student Book 1982-1983, 1 Advertisement for Avi Nelson’s visit to BHCC)
- 2.Shively.2.2 – President Shively with prominent MA Politicians (5 photos)

2.Shively.3

- 2.Shively.3.1 - President Shively 1973-1984 Black and White Photographs (122 photos)

2.Shively.4

- 2.Shively.4.1 - President Shively distributing diplomas/certificates(?) at unknown event (13 photos)
- 2.Shively.4.2 - Shively at unknown events/with unknown people
  - Shively handing someone a diploma; in b&w
  - Shively and three others in formal attire; in color (2 similar photos)
  - Shively and two others in museum/gallery(?); in color
  - Shively and two others at reception/party(?); in color
  - Shively and several others looking at something out of frame; in color

- Shively and one other speaking and shaking hands(?); in color
- Shively and one other stand at a podium indoors; in color (2 similar photos)
- Shively in background of dining event(?); in color

## 2. Robertson.1

- 2.Robertson.1.1 – Awards Ceremony with Piedad Robertson (44 photos)
- 2.Robertson.1.2 – President Robertson with prominent MA Politicians (34 photos)
- 2.Robertson.1.3 – Miscellaneous Photos (2 photos)
- 2.Robertson.1.4 – Graduation (24 slides)

## 2. Stikes.1

- 2.Stikes.1.1 – President Stikes and Visiting Officials from Columbia (12 photos)
- 2.Stikes.1.2 – President Stikes with prominent MA Politicians (1 photo)
- 2.Stikes.1.3 – Various photos of President Stikes (12 photos)

## 2.Assar.1

- 2.Assar.1.1 – Kathleen Assar (2 photos)

## 2.O'Shea.1

- 2.O'Shea.1.1 – Mon O'Shea (1 photo)
- 2.O'Shea1.2 – Graduation (Mon O'Shea) (4 photos)
- 2.O'Shea1.3 - Mon O'Shea and two unknown gentlemen (1 photo)

## 2.Fifield.1

- 2.Fifield.1.1 – President Fifield and Jeanne Marie Boylan (4 photos)
- 2.Fifield.1.2 – Graduation ceremony (61 photos)
- 2.Fifield.1.3 – Event for benefactors (19 photos)
- 2.Fifield.1.4 – Graduation photos (15 photos)
- 2.Fifield.1.5 - ???
- 2.Fifield.1.6 – (2 photos)
- 2.Fifield.1.7 – Photo in hallway c. 1999-2001 (1 photo)
- 2.Fifield.1.8 – Commencement, 1999 (39 photos)
- 2.Fifield.1.9 – BHCC Foundation, Inc. Event at the Hampshire House (8 photos)
- 2.Fifield.1.10 – Employee Recognition, May 10, 1999 (7 photos)
- 2.Fifield.1.11 – Employee Development Breakfast, 1999 (2 photos)
- 2.Fifield.1.12 – Undated Employee Development Breakfast (2 photos)
- 2.Fifield.1.13 – Kerr golf tournament, 1997 (7 photos)
- 2.Fifield.1.14 – Undated golf tournament (1 photo)
- 2.Fifield.1.15 – Undated golf tournament (4 photos)
- 2.Fifield.1.16 – Event at Hampshire House (6 photos)
- 2.Fifield.1.17 – Misc. Commencement and Honors ceremonies (9 photos)
- 2.Fifield.1.18 – Misc. undated events (14 photos)
- 2.Fifield.1.19 – Mary Fifield with Pamela Cinelli, Administrative Assistant

- 2.Fifield.1.20 – Undated contact sheets, 32 images total (1 B&W sheet, 1 color sheet)
- 2.Fifield.1.21 – Mary Fifield with Thomas Kershaw (3 photos)
- 2.Fifield.1.22 - Mary Fifield at graduation, date unknown (6 photos; in color)
- 2.Fifield.1.23 - Mary Fifield and 3 others at Kerr Gold Tournament (2 photos; in b&w)
- 2.Fifield.1.24 - Mary Fifield and a crowd (2 photos; in color)
- 2.Fifield.1.25 - Mary Fifield at Halloween (?) event (8 photos; in color)
- 2.Fifield.1.26 - Mary Fifield at 25<sup>th</sup> BHCC Anniversary event (3 photos; in color)

## 2.Fifield.2

- 2.Fifield.2.1 – BHCC Annual Report Appointment Announcement Headshots (8 photos)  
**[Folder L]**
- 2.Fifield.2.2 – Annual Report contact sheets (2 sheets) **[Folder L]**
- 2.Fifield.2.3 – Headshots slides (2 sheets; 24 slides) **[Folder L]**
- 2.Fifield.2.4 – B&W headshots negatives, c. 1999 (2 sheets) **[Folder L]**
- 2.Fifield.2.5 – Color headshots, c. 1999 (2 photos) **[Folder L]**

## Series 3: Faculty and Staff Photos

### 3.0000.1

- 3.0000.1.1 – Pamela Cinelli, Administrative Assistant (12 photos) **[Box 12]**
- 3.0000.1.2 – Bill Sakamoto (18 photos) **[Box 12]**
- 3.0000.1.3 – Lloyd Sheldon Johnson (5 photos) **[Box 12]**

### 3.0000.2

- 3.0000.2.1 – Board of Trustees (15 photos, 18 contact sheets) **[Box 11]**

### 3.0000.3

#### 3.0000.3.1—Faculty and Staff Photos

- 3.0000.3.1.1: Kate Pagliccia (Library Staff), Robert DiGiovanni (Chairman, Department of Theatre, Art, and Music), Morgan Chickering (Professor, Fine, Creative, and Graphic Art)
- 3.0000.3.1.2: Jan Bonanno (Director of Admissions), Janice Thomas (Director of Enrollment Services)
- 3.0000.3.1.3: Gretchen Wass Rehak (Director of Community Services), Samuels Milton (Director of the Center for Business & Industry)
- 3.0000.3.1.4: Catherine C. Cauble (Dean, Health Care Professions), Judy Benson (Admissions Recruiter), Paul E. Nelson (Admissions Recruiter)
- 3.0000.3.1.5: Kathleen Assar (Provost)
- 3.0000.3.1.6: Richard Wahlgreen (Assistant Dean of Facility Management), Richard O'Connor (Director of Public Safety)
- 3.0000.3.1.7: Lauren Greene (Director of Marketing), Bruce Montgomery (Maintainer I), Barry Goldman (Maintainer I)
- 3.0000.3.1.8: Frank Cenrella (Electrician), Fred Scheele (HVAC Technician), Chris Wilkins (Steam Fire Technician)
- 3.0000.3.1.9: Judie Dunphy (Secretary, Office of Grants & Contracts), Annmarie Catino (Administrative Assistant), Nancy Montgomery (Staff Associate)

3.0000.3.1.10: Bill Sakamoto (Assistant Dean, Academic Support Services), Santina Esseso (Classified Clerk, Registrar's Office), Rosa M. Cefalu (Assistant to the Registrar)

3.0000.3.1.11: Edna E. Pruce (First Vice Chair), Thomas S. Cunha (Trustee), Anne Hyde (Trustee)

3.0000.3.1.12: Linda K. Weinstein (Library Director), Diane M. Smith (Circulation Librarian), Lynn Mazzarella (Reference Librarian)

3.0000.3.1.13: James W. McCann (Director of MIS), Lynn M. Wilkins (Academic Computing), Mark A. Norton (MIS)

3.0000.3.1.14: Judith Sanford Harris (Dean of Student Affairs), William M. Craft, Vice President, Planning and Economic Development)

3.0000.3.1.15: John Campton (Electronics Tech), Bill McCarthy, Assistant Professor, Nurse Education), Dorothy Bradley (Assistant Professor, Nurse Education)

3.0000.3.1.16: Doug Clifford (Coordinator of Evening Services), Brian Corpening (Executive Assistant to the President), Milton Santiago (Vice President, Administration and Finance)

3.0000.3.1.17: Thomas Wylie (Associate Dean, Academic and Student Affairs), Patricia Alexander (Clinical Coordinator, Medical Radiography), Phyllis DiGangi Akillian (Assistant Professor, Medical Radiography)

3.0000.3.1.18: Mark Rotondo (Center for Self-Directed Learning), Clifford A. Fernandez (Assistant Professor, Business Administration)

3.0000.3.1.19: Cecilia Grenador (Admissions Office, EDP Operator), Rose M. Dehcotte (Admissions Office, EDP Operator), Sarajeon Graham (Program Director Ultrasound)

3.0000.3.1.20: Robert Sullivan (Steam Fire Technician), Rich Gibeault (Steam Fire Technician), Jean Resnick (Reference Librarian)

3.0000.3.1.21: Richard Klayman (History and Politics)

3.0000.3.1.22: Nathaniel Johnson (Campus Police Officer), James Hanley (Campus Police Officer), Richard Scanlon (Traffic Control Officer, P.T.)

3.0000.3.1.23: Jean E. Bovinett (Program Director, Surgical Technology), Bill Hart (Public Affairs), Pamela M. Barr-Cinelli (Administrative Assistant, Planning and Economic Development)

3.0000.3.1.24: John Welch (Plumber), James Pessolano (Steam Fire Technician), Frank Cashman (Chief Power Plant Engineer)

3.0000.3.1.25: Anne Minton (History and Religion), Philip Kukura (Social Science)

3.0000.3.1.26: Christine M. Makalsky (Student Trustee), James A. Kilmurray (Chairman, Board of Trustees)

3.0000.3.1.27: R. Michael McSweeney (Dean of Technology), Charita R. Thurston (Secretary of Liberal Arts and Sciences), Virginia M. Buckley (Secretary of Technology)

3.0000.3.1.28: Richard Johnson (Campus Police Officer)

3.0000.3.1.29: Jan F. Jefgood (Dean of Finance), Susan Walling (Director, Allied Health Certificate Programs), Margaret K. Concannon (Assistant Director, Grants and Contracts)

3.0000.3.1.30: Mary Beth Butler (Job Developer/Counselor, Allied Health Certificate Program), Liz Sumorok (ESL Instructor, Allied Health Department), Jimmie Roberts (Counselor)

3.0000.3.1.31: Janice Barrett-Chow (ESL Instructor), L. Phuong, Linda Ballerini (Staff Assistant, Grants and Contracts)

3.0000.3.1.32: N.D. Asia Grady (Student Trustee) 6 head shot photos, and 2 sheets of extra photos.



3.1978.1  
3.1978.1.1 - Faculty and Staff Photos (60 photos)

3.1978.2  
3.1978.2.1 - Faculty and Staff Photos (61 photos)

3.1983.1  
3.1983.1.1 - Faculty and Staff Photos (54 photos)

3.1983.2  
3.1983.2.1 - Faculty and Staff Photos (59 photos)

3.2008.1  
3.2008.1.1 – Board of Trustees (1 photo, 3 CDs) **[Box 11]**

#### Series 4. Chelsea Campus

4.0000.1  
4.0000.1.1 - Chelsea Misc. (35 photographs)  
4.0000.1.2 – Unknown holiday event (2 sheaves of negatives) **[Box E]**  
4.0000.1.3 – Spring festival event? (2 photos) **[Box E]**  
4.0000.1.4 – Misc. negatives, incl. construction (4 sheets) **[Box 11]**  
4.0000.1.5 – College Catalog exterior campus shots and satellite affiliates (20 photos)  
**[Box 12]**  
4.0000.1.6 – Kayem Partnership (1 photo, 5 contact sheets) **[Box 11]**

4.1998.2  
4.1998.2.1 - Chelsea Campus, 1998 (5 photos)

4.1998.3  
4.1998.3.1 - Chelsea Opening Ceremony, 1998 (49 photos)  
4.1998.3.2 - BHCC Chelsea Campus General Photos, September 1998  
(35 photos)  
4.1998.3.3 - Chelsea Construction Dinner, 1998 (34 photos)  
4.1998.3.4 - Chelsea Campus Reconstruction (123 photos)  
4.1998.3.5 – Chelsea construction (12 slides)

4.1998.4  
4.1998.4.1 – Commercial Publications contact sheets and enlarged reproductions  
(17 sheets, 9 images) **[Box 11]**

4.2001.1  
4.2001.1.1: Kayem factory slides dated April 27, 2001 (34 color slides) **[Box 12]**  
Note: Kayem was (is?) a Chelsea campus financial contributor

4.2002.1 **[Box E]**  
4.2002.1 – Chelsea Benefactor Celebration (46 photos)

#### 4.2002.2 – Chelsea Campus Academic Life (119 photos + negatives)

##### Series 5: Anniversary Collections

5.30.1.1 (265 photos)

5.30.1.2 (290 photos)

5.30.1.3 (85 photos)

5.30.1.4 (91 photos)

5.30.1.5 (66 photos)

5.30.1.6 (61 photos)

5.30.1.7 (25 photos)

5.30.2.1 – APE Color folder (34 photos)

5.30.2.2 – APE b&w folder (55 photos)

##### Series 6: Special Exhibits

*Doug Clifford*

6.1 (17 photos)

6.2 (18 photos)

6.3 (16 photos)

6.4 (5 photos)

##### Series 7: Library Photos

7.1 (72 photos)

7.2 (5 photos)

7.3 (10 photos)

7.4 Library 2001 (17 photos)

7.5 2024 Library Stressbusters Event (3 photos)

##### Series 8: Big Dig

8.1—August 6-14, 2001 (32 Photos)

8.2—August 20, 2001 (12 Photos)

8.3—August 30, 2001 (9 Photos)

8.4—October 3, 2001 (15 Photos)

8.5—October 16-23 (13 Photos)

8.6—N.D. (45 Photos)

##### Series 9: Art Gallery Photos

9.1--- c. 1999 Makanda Ken McIntyre Quartet performance photos (11 photos)

9.2--- Louis and Tiger Performance photos (7 photos)

9.3--- “I know about the life” Billie Holiday event with Semanya McCord (18 photos)