

Guide to the Divisions of Administration & Chief Financial Officer Records

Bunker Hill Community College Archives
N-318
250 Rutherford Ave, Boston, MA 02129

Collection Overview

Title: Divisions of Administration & Chief Financial Officer

Record Group Number: RG003

Creator: Information Services, Communications and Digital Content, Marketing and Creative Services, Business Office, Facilities Management, Central Services, Workforce and Economics, Grants Department, Human Resources, Technology Support Services, Public Safety, and Office of Sustainability Management.

Date: 1971-2019

Extent: 8 boxes (2.09 linear feet)

Language: Materials are in English

Administrative Information

Access and Restriction Information: This collection is open for research.

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Preferred Citation:

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.
Divisions of Administration & Chief Financial Officer records. Bunker Hill
Community College Archives, Boston, Massachusetts.

Scope and Contents

The Divisions of Administration & Chief Financial Officer record group includes records dating from 1971 to 2019 from multiple BHCC departments affiliated with the financial services, administration, and public relations of the college, including Information Services, Integrated Marketing & Communications, Comptroller, Facilities, Fiscal Affairs, Human Resources, Public Safety, Grants Management, Workforce and Economic Development, and more. The record group documents a range of functions performed by these departments, including internal communications, maintenance and upkeep of the college, engagement with employees and staff, outreach to the public, tracking BHCC's reception in the news, and managing grants and funding. A large number of items in the record group are from the Integrated Marketing & Communications Department and relate to the Midnight Classes coverage in the news from 2009 to 2010. The formats of the materials in the record group are largely textual, including memos and emails, reports, handbooks, flyers, brochures, surveys, agendas, minutes, proposals, and newspaper clippings and articles. A substantial portion of the materials are newspaper articles from the Media Coverage sub-series. In addition to the textual items, other formats include maps and floor plans.

Arrangement

This collection is arranged into 11 series and 14 sub-series.

Collection Inventory

Series 1: Chief Information Officer/Information Services (RG003.01)

The first series includes 4 sub-series, all related to different divisions of technology and information services at Bunker Hill Community College. The contents of this series range from 1995 to 2015 and include materials related to network and support services, institutional technology reports, and documents from administrative services. The materials are primarily administrative documents, but there are also reports, packets, and handbooks.

- Sub-series 1: Technology Support Services (RG003.01.01)
 - Folder 1: Technology Support Services
- Sub-series 2: Administrative Services (RG003.01.02)
 - Folder 1: Administrative Services
- Sub-series 3: Network Operations (RG003.01.03)
 - Folder 1: Network Operations
- Sub-series 4: Institutional Technology Reports (RG003.01.04)
 - Folder 1: Institutional Technology Reports
 - Folder 2: Institutional Technology Reports
 - Folder 3: Bunker Hill Integrated Support System Initiative

Series 2: Communications & Marketing (RG003.02)

The second series includes 7 sub-series, and the materials range from 1973 to 2011. The bulk of this series is the Media Coverage sub-series, where the Midnight Classes of 2009-2010 are well-documented in articles from 60 news outlets. This series also includes other news articles related to BHCC, conference and promotional materials, publications, departmental communications, surveys, and reports. The primary format of materials are newspaper clippings and articles, but there are also flyers, emails, advertisements, magazines, and binders.

- Sub-series 1: Conference Planning & Special Events (RG003.02.01)
 - Folder 1: Conference Planning & Special Events
- Sub-series 2: Promotional Materials (RG003.02.02)
 - Folder 1: Viewbooks and Promotional Materials
 - Folder 2: Marquee Slogans
 - Folder 3: Miscellaneous Advertising and Marketing
 - Folder 4: 1993 Chelsea Campus Courses Advertisements
 - Folder 5: Registration Press Releases 1994-1997
 - Folder 6: Satellite Campus Advertisements and Press Releases, 2001-2004
- Sub-series 3: Publications (RG003.02.03)
 - Folder 1: Publications
- Sub-series 4: Reports, Surveys, and Plans (RG003.02.04)
 - Folder 1: Reports, Surveys, and Plans
- Sub-series 5: Communications (RG003.02.05)
 - Folder 1: Communications
- Sub-series 6: Media Coverage (RG003.02.06)

Box 1

- Folder 1: Press Releases and Articles

- Folder 2: Media Coverage Undated
- Folder 3: Media Coverage [1999/01-1999/03]
- Folder 4: Media Coverage [1999/04-1999/12]
- Folder 5: Media Coverage [2000/01-2000/03]
- Folder 6: Media Coverage [2000/04-2000/06]

Box 2

- Folder 1: Massachusetts Community Colleges “Good News” Articles (1999-2002)
- Folder 2: Media Coverage [2000/07-2000/09]
- Folder 3: Media Coverage [2000/10-2000/12]
- Folder 4: Media Coverage [2001/01-2001/03]
- Folder 5: Media Coverage [2001/04-2001/06]
- Folder 6: Media Coverage [2001/07-2001/12]

Box 3

- Folder 1: Media Coverage [2003/01-2003/09]
- Folder 2: Media Coverage [October 2003 – March 2004]
- Folder 3: Media Coverage [November 2004]
- Folder 4: Media Coverage [December 2004]
- Folder 5: Media Coverage [January 2005]
- Folder 6: Media Coverage [February 2005]
- Folder 7: Media Coverage [March 2005]

Box 4

- Folder 1: Media Coverage [April 2005]
- Folder 2: Media Coverage [May 2005]
- Folder 3: Media Coverage [June 2005]
- Folder 4: Media Coverage [July 2005]
- Folder 5: Media Coverage [August 2005]
- Folder 6: Media Coverage [September 2005]
- Folder 7: Media Coverage [November 2005]
- Folder 8: Media Coverage [February 2006]
- Folder 9: Media Coverage [March 2005]
- Folder 10: Media Coverage [2006/04-2006/08]
- Folder 11: Media Coverage [2006/09-2006/12]
- Folder 12: BHCC in the News, 2007 Press Highlights
- Folder 13: Media Coverage, Various Press Releases and News Clippings [1996-2007]
- Folder 14: BHCC Welcome Community Seniors

- Folder 15: Charlestown Patriot-Bridge Articles [2008-2009]
- Folder 16: The Boston Globe Magazine, May 31, 2009, pp. 25, 36-37
- Folder 17: Media Coverage Binder Cover Insert Pages and Contents Guide [2009-2010]
- Folder 18: AACRAO [2009-2010]
- Folder 19: Associated Press [2009]
- Folder 20: AZcentral.com [2009]
- Folder 21: Baltimore Sun [2010]
- Folder 22: Berkshire Eagle [2009]
- Folder 23: Boston Business Journal [2009]
- Folder 24: Boston Globe [2009-2010]
- Folder 25: Boston Herald [2009]
- Folder 26: Charlestown Patriot-Bridge [2010]
- Folder 27: Chicago Tribune [2007]
- Folder 28: Chronicle of Higher Education [2009]
- Folder 29: Cision [2009]
- Folder 30: Community College Review [2009]
- Folder 31: Community College Times [2009]
- Folder 32: Daily Free Press [2009]
- Folder 33: Daily Times Chronicle [2009]
- Folder 34: East Boston Community News [1973]
- Folder 35: Emirates Economist [2009]
- Folder 36: Huffington Post [2009]
- Folder 37: Inside Higher Education [2009-2010]
- Folder 38: Indiana Gazette [2009]
- Folder 39: International Herald Tribune [2009]
- Folder 40: Indystar.com [2010]
- Folder 41: Malden Evening News [2009]
- Folder 42: Medford Daily Mercury [2009]
- Folder 43: Metro [2009]
- Folder 44: Military Times [2009]
- Folder 45: Misc (1) [2009-2010]
- Folder 46: Misc (2) [2009-2010]
- Folder 47: Muleskinner [2009]
- Folder 48: N.E. Real Estate Journal [1973]
- Folder 49: New York Times [2009]
- Folder 50: Newsday [2009]
- Folder 51: Newsweek [2009]
- Folder 52: Radio [2009]
- Folder 53: St. Petersburg Times [2009]

- Folder 54: San Francisco Examiner [2009]
- Folder 55: Sign on San Diego [2009]
- Folder 56: SOA World [2009]
- Folder 57: Somerville News [2010]
- Folder 58: SpareChangeNews.net [2010]
- Folder 59: Tufts Daily [2009]
- Folder 60: Television [2009-2010]
- Folder 61: Trentonian [2009]
- Folder 62: USA Today [2010]
- Folder 63: Washington Monthly [2009]
- Folder 64: Washington Post [2009-2010]
- Folder 65: Washington Times [2009]
- Folder 66: Worcester Telegram + Gazette [2009]
- Folder 67: Yorktown Patriot [2009]
- Folder 68: Cision Media Report Binder Cover Insert Pages [2010]
- Folder 69: Radio & TV Coverage Binder Insert Pages [2009-2010]
- Folder 71: Radio/Broadcast [2009]
- Folder 72: Radio Spots [2009-2010]
- Folder 73: Cision Media Report – 1 of 4 [2010]
- Folder 74: Cision Media Report – 2 of 4 [2010]
- Folder 75: Cision Media Report – 3 of 4 [2010]
- Folder 76: Cision Media Report – 4 of 4 [2010]
- Folder 77: Various Press Releases & News Clippings [2007-2008]
- Folder 78: BHCC News Releases [2010-2011] (1)
- Folder 79: BHCC News Releases [2010-2011] (2)
- Sub-series 7: Red Sox 2005 Yearbook Advertisement (RG003.02.07)
 - Folder 1: Red Sox 2005 Yearbook Advertisement

Series 3: Comptroller/Business Office (RG003.03)

The third series includes 1 sub-series for the Financial Aid Office, but other related departments may be added in the future. The materials in this sub-series are from 1998, and they are letters awarded to financial aid applicants.

- Sub-series 1: Financial Aid (RG003.03.01)
 - Folder 1: Financial Aid

Series 4: Facilities Management & Engineering Services (RG003.04)

The fourth series includes 2 sub-series, and the materials date from 1973 to 2007. The topics of this series relate to Facilities' role in maintaining Bunker Hill Community College's campus, and there are materials about both the buildings/grounds and ongoing maintenance. One specific topic that has a larger

number of items is the Rutherford Avenue Corridor Transportation Study. The format for most of this series is standard text-based documents, but there are also some oversized maps in addition to floor plans and workbooks.

- Sub-series 1: Buildings and Grounds (RG003.04.01)

Box 1

- Folder 1: Access Improvements Workbook
- Folder 2: Preservation Workbook
- Folder 3: Physical Facilities Task Force Documentation
- Folder 4: Long Range Capital Facilities Development Plan and Capital Facilities Budget
- Folder 5: 1973 Map of BHCC
- Folder 6: Floor Plans
- Folder 7: Rutherford Avenue Corridor Transportation Study, 1997-1998
- Bound Items

Box 2 (Oversized)

- Folder 1: BHCC Maps
- Folder 2: Rutherford Avenue Corridor Transportation Study
- Sub-series 2: Maintenance (RG003.04.02)
 - Folder 1: Maintenance
 - Bound Items

Series 5: Fiscal Affairs and Central Services (RG003.05)

The fifth series includes materials related to the financial services of the college, and they date from 1971 to 2008. A majority of the documents in this series are budget requests and spending plans for fiscal years, but there are also communications, presentations, financial statements, and other budget related materials.

Box 1

- Folder 1: BHCC Fiscal Budget Request 1973
- Folder 2: BHCC Fiscal Budget Request 1974
- Folder 3: BHCC Fiscal Budget Request 1975
- Folder 4: BHCC Fiscal Budget Request 1976
- Folder 5: BHCC Fiscal Budget Request 1977
- Folder 6: BHCC Fiscal Budget Request 1978
- Folder 7: BHCC Fiscal Budget Request 1979

- Folder 8: BHCC Fiscal Budget Request 1980
- Folder 9: BHCC Fiscal Budget Request 1981
- Folder 10: BHCC Fiscal Budget Request 1982
- Folder 11: BHCC Budget Request 1984
- Folder 12: BHCC Budget Request 1985
- Folder 13: BHCC Budget Request 1986
- Folder 14: BHCC Fiscal Budget Request 1987
- Folder 15: BHCC Fiscal Budget Request 1988
- Folder 16: BHCC Spending Plan FY 1989

Box 2

- Folder 1: 1989 Tuition Retention Spending Plan
- Folder 2: FY89 Spending Plan; FY90 Maintenance Estimate
- Folder 3: FY90 Spending Plan
- Folder 4: Financial Plan 1993
- Folder 5: Budget Request 1993
- Folder 6: FY94 Spending Plan; FY95 Maintenance Estimate
- Folder 7: Budget Request 1997
- Folder 8: Budget Request 1998
- Folder 9: Other Budget Documents

Series 6: Workforce Development (RG003.06)

The sixth series includes materials from the Workforce Development Center (now the Workforce and Economic Development Division) that date from 1999 to 2004, with some undated items. This series is predominantly composed of pamphlets that provide information on the center, but there are also news clippings, communications, a handbook, and a postcard.

- Folder 1: Workforce Development

Series 7: Grants Management (RG003.07)

The seventh series includes items from the Grants Management Department, and they date from 1986 to 2002. These items consist of memos, a newsletter, and an agenda, and they include information on project meetings, grant opportunities, and application processes.

- Folder 1: Grants Management

Series 8: Human Resources & Labor Relations (RG003.08)

The eighth series includes materials from the Human Resources Department of the college, and they date from 1973 to 2005, with some undated items. This series

includes information on the hiring and onboarding process, workforce development, and job descriptions. Most of the materials are documents and memos, but there are also two brochures.

- Folder 1: Human Resources & Labor Relations

Series 9: Public Safety (RG003.09)

The ninth series includes items from the Public Safety Department that are all undated. This series is primarily informative handouts and documents on safety procedures, contact information, and frequently asked questions. Formats include brochures and booklets.

- Folder 1: Public Safety

Series 10: Office of Sustainability Management (RG003.10)

The tenth series includes materials from the Office of Sustainability Management, and the contents of this series are undated. There is currently one item in this series, and it is a brochure about BHCC's urban organic garden.

- Folder 1: Office of Sustainability Management

Series 11: Organization Charts (RG003.11)

The eleventh series includes organizational charts that highlight the administrative structure of BHCC. These charts are dated from 1982 to 1986, and they include contact information and locations for departments and divisions.

- Folder 1: Organization Charts

Related Finding Aids