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EASTERN CONNECTICUT STATE UNIVERSITY



Administrative Affairs
1947-present

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Arranged and Described
by
Deborah Simpson
with Kimberly Peterson and Margaret Kurnyk

Tara L. Hurt, Archivist, Head Archives & Special Collections

March, 2004
Willimantic, Connecticut

TABLE OF CONTENTS

<u>Series</u>		<u>Page</u>
	Brief Description of the Collection	3
	Biography	4
	Scope and Content	5
	Collection Listing	6-16
I	Correspondence	6
II	Committees	8
III	Policy & Procedures	10
IV	Reports	13
V	Administrative staff	14

BRIEF DESCRIPTION OF THE COLLECTION

Title	Administrative Affairs, 1947-present
Extent	3.5 linear feet. 8 boxes.
Arrangement	Available material was divided into 5 series and organized alphabetically and chronologically within each series.
Provenance	This collection was created by the Archives staff.
Finding Aid	Printed finding aid available in repository. Electronic version: http://ecsu.archives.s3-website-us-east-1.amazonaws.com/
Preferred Citation	[Series, Date, Folder description], Administrative Affairs, 1947-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226
Access points	Education, Higher—Administration. Universities and colleges.
Restrictions	None.
Document types	Correspondence. Notebooks. Publications. Administrative Records. Financial Records. Press releases. School Records. Fliers. Manuscripts.

SCOPE AND CONTENT NOTE:

This collection offers information about administrative activity and leadership on campus [that is an extension of the work of the President's office]. Sources include minutes and reports from committees, advisory councils, and task forces; general policies and procedures; and general correspondence from the offices of administrators who report to the President of the University. This collection is representative rather than comprehensive.

SERIES DESCRIPTION:

Series I – Administrative Staff

This series includes information on administrators at Eastern. It also offers staff directories and organizational charts which give insight into the structure of the staff as the college/university grew. This series is organized chronologically. Dates listed for individuals reflect their years of service to the university.

Series II – Correspondence

This series includes general correspondence concerning the administrative work of running the university and information concerning the development of the administrative structure following 1959 legislation to add a liberal arts degree program to the four state teacher's colleges. It also documents changes in the leadership structure as the student population and the campus grew.

Series III – Committees

This series contains documents and minutes from the Administrative Council, Administrative Assembly, Dean's Council/Committee, Advisory Council and other committees which met between 1964 and 1988. It also includes documents concerning later task force initiatives, and academic master plans.

Series IV - Policy & Procedure

This series includes policies and procedures created between 1931 and 1996. They include the first Alcohol Policy, Administrative organization, student rights & regulations, weather closings, It also offers copies of current policy and procedural statements distributed to the campus community.

Series V – Reports

This series includes final reports of major administrative initiatives including master plans and strategic plans.

BIBLIOGRAPHY:

N/A

RELATED COLLECTIONS:

Further information on Administrative Affairs may be found in the following collections: CSU Board of Trustees minutes & resolutions, Office of the President, Margaret S. Wilson Collection and Academic Affairs.

Administrative Affairs, 1947-present
University Archives
Eastern Connecticut State University

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online at <http://ecsu.archives.s3-website-us-east-1.amazonaws.com/>

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Correspondence		
1	Searle F. Charles	Spring 1966
	Searle F. Charles	Fall 1966
	Secretarial Handbook (handmade)	1967
	Searle F. Charles	Spring 1968
	Searle F. Charles	Fall 1968
	Faculty Newsletter	September 1969
	Registrar	October 1969
	Student Fees – Residence Status	Fall 1971
	Student Fees – Residence Status	Spring 1972
	Student Fees – Residence Status	Fall 1972
	Residence Status	Spring 1973
	Student Fees – Residence Status	Fall 1973
	New Courses	Fall 1972
	Spring Concert	Spring 1973
	Expenditures and Fuel Crisis	Fall 1973
	Computer Center	March 1974
	New Careers Program	May 1974
	Main St. Management	May 1974
	Solicitations	Fall 1974
	Retirement	October 1975
	Thank You Note	November 1977
	Seniors on Campus	1977-1978
	Innovations Program	January 1978
	Three Threshold Conferences	September 1978
	Winthrop Hall	October 1978
	Faculty Statistics	October 1978
	General	January 1979
	Funds	1979
	Athletics	1980
	Funds	1980
	General Funds Budget	Fall 1981
	Waiver/Remittance of Tuition Policy	July 1981
	Expense and Equipment Budget Allocations	July 1982
	Housing Policy	November 1982
	Summer Achievement Institute IV	Summer 1983
	Expense and Equipment Budget	June 1984
	Fees Funds Projects	Fall 1984
	Central Office	Fall 1984
	Project Oceanography	April 1985
	Funds	Fall 1985
	Quinebaug Valley Community College	1985-1986
	Fees and Claims	Spring 1986
	General	Spring 1987

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I – Correspondence		
1	General	Fall 1987
	Fee Increase Recommendations	October 1988
	Library	August 1989
	Weather Closings	December 1989
	Recycling Program	August 1990
	General	Spring 1991
	Flexibility Legislation Proposals	August 1991
	Budget Update	April 1992
	General	Spring 1993
	Management Institute for Women in Higher Ed.	June 1999
	March of Dimes Walk	March 2000
	Interim Administrative Appointments Committee	October 2006
	Computer and Internet	June 2001
	IT Security	May 2003
	General	Fall 2003
	Payroll Changes	October 2003
	Electronic Monitoring	October 2003
	Governor Jodi Rell	1 July 2004
	Charitable Organizations	September 2004
	Tree Services	Spring 2005
	Piracy of Intellectual Material	Fall 2005
	General	Fall 2006
	Interim Administrative Appointment Committee	October 2006
	Financial Aid Office transfers to Academic Affairs	August 2007
	General	Spring 2008
	Family Educational Rights & Privacy Act – Procedure	April 2008
	General	Fall 2008
	Code of Ethics & seasonal gifts	17 November 2008
	General	Spring 2009
	Corresponding with legislators	31 March 2009
	H1-N1 Committee information	28 April 2009
	General	Fall 2009
	Eastern’s Budget Situation	18 December 2009
	General	Spring 2010
	General	Fall 2010
	System-wide Advisory Committee Members	9 December 2010
	General	Spring 2011
	General	Fall 2011
	Policy Statements	Spring 2012
Series III - Committees		
2	Committees and Member List	1966-1967
	Building Naming Committee	6 December 1967

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series III - Committees		
2	Administrative Council	1970-1971
	Administrative Council	1971-1972
	College Council	1972-1973
	Administrative Council	1972-1973
	College Council	1973-1974
	Administrative Council	1973-1974
	Organization of Administrators	1973-1974
	Learning Resource Committee	1974-1978
	Organization of Administrators	1974
	Administrative Council	1974-1975
	Organization of Administrators	1974-1975
	Dean's Council/Decanal College	January 1975
	College Council	1975-1976
	Administrative Council	1975-1976
	Advisory Council – Bylaws	1975-1976
	Organization of Administrators	1976
	Administrative Assembly	1976-1977
	Task Force Committee	1977
	Administrative Assembly – Constitution Bylaw Proposal	11 April 1977
	Administrative Assembly	Fall 1977
	Working Conditions	1977-1978
	Task Force Committee	1978
	Institutional Development	1978
	Space Planning Committee	1978
	Committees and Members List	1978-1979
	Committees and Members List	1979-1980
	Campus Physical Facilities Planning	1979-1980
	Committees and Members List	1980-1981
	Committees and Members List	1981-1982
	Billing Committee	1982
	Committees and Members List	1982-1983
	Committees and Members List	1983-1984
	Administrative Operations	1983-1985
	Committees and Members	1984-1985
	Administrative Operations	1986
	Computer Oversight	1986
	Steering Committee for Minority Affairs	1986
	Academic Priorities	1986-1987
	Physical Facilities Planning	1986-1987
	Outreach Committee	February 1987
	President Search	1987-1988
	Task Force Committee	1988-1989
	Task Force Committee	Summer 1994

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II - Committees		
2	Building Naming Committee	Oct-Nov 1998
	Planning and Priorities Council	1999
	CSU Resolution Concerning A Naming Policy	8 June 2001
	Works Smart	February 2009
Series III - Policy & Procedures		
3.1	Campus Freedom & Order	1970
	Organization	1970
	Organization	1971
	State Vehicle Use	1971
	Student Rights, Responsibilities & Judicial Procedures	1971
	Rights & Freedom of Students	1971
	Rights & Responsibilities of Unclassified Personnel	1972
	Organization	1972
	Campus Hearing Board (1 of 2)	1972-1977
	Campus Hearing Board (2 of 2)	1972-1977
	Organization	1973
	Organization	1974
	Student Rights, Responsibilities & Judicial Procedures	1974
	Campus Rights, Responsibilities & Judicial Procedures	1975
	Confidentiality of Student Records	1975
	Organization	1975
	Campus Rights, Responsibilities & Judicial Procedures	1976
	Organization	1976
	Campus Rights, Responsibilities & Judicial Procedures	1977
	Organization	1977
	Early Closing	1977
	Campus Rights & Responsibilities	1978
	Organization	1978
	Promotion & Tenure	1979
	Student Internships	1979-1980
	Organization	1980
	Student Rights, Responsibilities & Judicial Procedures	1980
	Student Internships	1980-1982
	Howard Spector Field	1981
	Student Rights, Responsibilities & Judicial Procedures	1981
	Alcohol Policy	1981
	Convocation	1981
	Discrimination & Sexual Harassment	1981-1990
	Organization	1982
	Student Rights, Responsibilities & Judicial Procedures	1982
	Pub	1982-1983

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series III - Policy & Procedures		
3.1	Publication Procedures	1984
	Discrimination and Sexual Harassment	1984
	Gifts to ECSU	1985
	Fire Drills	1986
	AIDS & Sexual Transmitted Diseases	1988
3.2	Drug and Alcohol Policy	1988-1989
	Discrimination and Sexual Harassment	1990
	Personnel Policy Manual	15 October 1993
	Campus Distinctiveness	1994
	Organization	1994
	Naming of University Facilities	1994-1998
	Political Activity	1995
	Drug and Alcohol Free Workplace	1996
	Web Policy	1998
	Weather Closing Policy	1999
	Interim Appointments	September 2000
	Faculty or Staff Death	2001
	Web Policy	November 2002
	Equipment Inventory Procedure	2003
	Equipment/Property Policy	2004
	Social Media	2005
	Vehicles Request	2006
	Sabbatical Leave	Fall 2006
	Vehicle Request	2007
	Vehicle Request	2009
	Email Policy as Official Correspondence	2009
	Political Activity	June 2010
	Ethics Requirements in Searches	December 2010
	Drug-Free Workplace	2011
	Political Activity	2012
	Sexual Harassment	n.d.
	Organization	n.d.
	Organization	n.d.
	Organization	n.d.
	Use of University Facilities	n.d.
Series IV - Reports		
4.1	Space Utilization Analysis	1969-1970
	Institutional Statistics	1975-1978
	Faculty/Staff Survey	1977
	All-College Conference on Institutional Goals	1977
	Board of Trustees (BOT)	1978
	Staffing and Enrollment Figures	September 1978

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV - Reports		
4.1	Consortium	1979
	Board of Trustees	1979-1980
	Consortium	1980
	BOT - 5 Year Institutional Statistics	1980
	Enrollment Summary	1980-1982
	Staffing and Enrollment	1981
	ROTC/Scholarship Service Agreement	1983
	United Way – End Report	1983
	Statement of Financial Condition	October 1984
	United Way – End Report	1984
	Budget	1984-1985
	United Way – End Report	1985
	Unite Way – End Report	1986
	Budget – Auxiliary Service Fund	Sept-Oct 1986
	United Way – End Reports	1987
	Fees-Housing	1987
	Budget-Extension Fund	Fall 1987
	Recommendations Regarding...CSU Info. System (1 of 4)	August 1988
	Recommendations Regarding... (2 of 4)	August 1988
	Recommendations Regarding... (3 of 4)	August 1988
	Recommendations Regarding... (4 of 4)	August 1988
	United Way – End Reports	1988
	Role and Scope Statement	1993
	Administrative Cost Study	November 1994
	Administrative Cost Study – Tab A	November 1994
	Administrative Cost Study – Tab B	November 1994
	Administrative Cost Study – Tab C	November 1994
	Administrative Cost Study – Tab D	November 1994
	Administrative Cost Study – Tab E	November 1994
	Administrative Cost Study – Tab F	November 1994
	Administrative Cost Study – Tab G	November 1994
	Administrative Cost Study – Tab H	November 1994
	Administrative Cost Study – Tab I	November 1994
	Administrative Cost Study – Appendix	November 1994
	Administrative Cost Study – Positions Director of Planning and Institutional Research	November 1994
4.2	Administrative Cost Study – Positions Director of University Relations	November 1994
	Administrative Cost Study – Positions Director of Public Relations	November 1994
	Administrative Cost Study – Positions Executive Dean	November 1994

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV - Reports		
4.2	Administrative Cost Study – Positions	November 1994
	Associate to the Executive Dean	
	Administrative Cost Study – Positions	November 1994
	Director of Personnel	
	Administrative Cost Study – Positions	November 1994
	V.P. For Institutional Advancement	
	Administrative Cost Study – Positions	November 1994
	Director of Athletics	
	Administrative Cost Study – Positions	November 1994
	V.P. For Academic Affairs	
	Administrative Cost Study – Positions	November 1994
	Associate V.P. For Academic Affairs	
	Administrative Cost Study – Positions	November 1994
	Dean, School of Continuing Ed.	
	Administrative Cost Study – Positions	November 1994
	Associate Dean, School of Continuing Ed.	
	Administrative Cost Study – Positions	November 1994
	Dean of Arts and Sciences	
	Administrative Cost Study – Positions	November 1994
	(Interim) Dean of Edu. And Professional Studies	
	Administrative Cost Study – Positions	November 1994
	V.P. For Finance and Administration	
	Administrative Cost Study – Positions	November 1994
	V.P. For Dean of Student Affairs	
	Administrative Cost Study – Positions	November 1994
	Associate Dean of Student Affairs	
	Role and Scope Statement	1994
	Mission Statement	2001
	State Employee Final Report	2003
	State Employee Final Report	2005
Series VI - Administrative Staff		
5.1	Beckert, Hermann – Admissions, Cont. Ed., Alumni etc.	1942-1985
	Hood, Mable Elizabeth – Dean of Women	1944–1964
	Geissler, Francis E. – Registrar; Basketball Coach	1948–1977
	Bradford, Bruce E. – Director Extension Program & Assoc. Dean of Academic Affairs	1961-1987
	Bodantha, Frank – Bus. Mgr/Assoc. Director Fiscal Affairs	1962-1981
	Wilson, Margaret S. – VP Academic Affairs; Executive Assistant to the President	1963–1989
	Tipton, Betty – Dean of Student Affairs	1964-1990
	Moore, Gene M. – Director of Graduate Studies	1967-1977
	Billingham, William E. – Dean of Professional Studies	1967–1988

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series VI - Administrative Staff		
5.1	Summerer, Kenneth – Administrator / Interim President	1968-1970
	Tirado, Samuel – Community Relations Specialist	1969-1971
	Jenkins, Sophie – Director of Student Teaching	1970-1990
	Pernal, Michael – Executive Vice President	1970-2013
	LoMonaco, James – Asst. Director Housing (1971-1987), Director Auxilliary Services 1991-2004)	1971-2014
	Kandefer, Catherine – Director of Placement	1972–1976
	Heide, Eugene - Vice President Academic Affairs	1972-1977
	Hayes, Oliver – Library Director	1972-1993
	Meshanic, Robert – Dean of Students	1973-1990
	Forst, Arthur – Director of Admissions	1974-1995
	Parzych, Kenneth – Economics/Chase Institute	1974-2009
	Meyer, Delbert – Academic Dean	1975-1981
	Grenier, Judith – Asst. Director Center for CT Studies	1976-1986
	Kimbrow, Warren – Asst. Dean of Student Affairs	1976–1980
	Hebert, Frederick – Assoc. Dean Admin. Affairs	1976–1991
	Cox, Wilma – Director Public Relations	1977-1980
	Rice, Joan - Registrar	1977-2002
	McGrory, Kathleen M. – Dean School of A&S & VP Academic Affairs	1978-1985
	Pachis, Dimitrios – VP Academic Affairs (2000-2006) VP Finance &,Int Dean Ed & Prof. Economics	1978-present
	Peagler, Owen F. – Dean School of Continuing Ed.	1978–2000
	Williams, Carol – Assoc. Dean School of Continuing Ed.	1980–2014
	Bedini, Kenneth – Director StuCtr/Dir. Housing (2004) VP Student Affairs (2007)	1980-present
	Butt, Lura Fellows – Asst. Director of Admissions	1980-2000
	Crowley, Frank – Coordinator Learning Center	1980-1984
	Merrolli, Roy – VP Administrative Affairs	1981-1997
	Tordenti, Laura A. – Housing/ Director Career Services/ Vice President Student Affairs (2000-2007)	1981-2007
	Tarkmeel, Nancy – Asst. Dean Cont. Ed./Asst. Dean Personnel & Finance/ Asst. Dean Grad. Division	1982-2014
	Free, Rhona – Provost/VP Academic Affairs (2006-2015); Director Educational Excellence (1994-2002); Economics Professor (1983-1994)	1983-2015
	Terry, Patricia, J. - Director Affirmative Action	1984-2000
	Bagwell, Floyd – Director Learning Center	1986-2006
	Bassis, Michael S. - VP Academic Affairs	1986-1990
	Berlin, Michael A. – Director Media Center; IT Tech Support Engineer	1986-present
	Zincavage, Walter – Director of Computer Services (IT)	1986-2010

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series V - Administrative Staff		
5.1	Cid, Carmen – Dean School Arts & Sciences (2006-)/ Interim Dean (1990s)/ Biology	1987-present
	Bachman, Dwight – Public Relations Officer	1988-present
	Engaas, Grace - Director Housing & Res. Life	1988-2004
	Heyward, Susan – Director Learning Center	1988–present
	Peter, Sharlene – Director of Athletics	1988-1999
	Fabian (Brown), Kathleen M. - Registrar	1989-2011
	Alford, Tarome – Assoc. Director Housing & Res Life	1989-2003
	Organizational Charts	1990
	Lubektin, Arvin – Dean/VP Student Affairs	1990-2001
	Merrolli, Roy H. - VP Student Affairs; VP Finance	1990-1996
	Wooding, Lucille – VP Institutional Advancement	1990–1995
	Anderson, Beverly J. – Dean School of Arts & Sciences	1991-2005
	Jackson, Arthur – Assoc. Dean Student Affairs	1991-1998
	Battle, Stanley - VP Academic Affairs	1993-1998
	Fu, Tina – Director of Library Services	1993–2003
	Perry, Lewis – Director of Public Safety	1994-2006
	Eshoo, Barbara R. – VP Institutional Advancement	1995–2003
	Ardel, Lourdes – Director Personnel/Human Resources	1996-present
	Falco, Adriana – Director University Relations	1996-2000
	Crone, Kimberly – Director of Admissions	1997-2008
	Position Changes	1998
	Diaz, Walter – Director Career Services/ Dean of Students	1998-
	Kleine, Patricia – Dean School of Ed & Prof. Studies	1998-2006
5.2	Perry, Lewis – Head Public Safety	1998-2006
	Peters, Kirk – Assoc. Dean Student Affairs	1998-2002
	Callis, Marion - Director Akus Gallery	1999–2007
	Coffey, Amy – Assoc. Dean School Arts & Sciences	1999-2006
	Lamb, Jerry – Dean School of Continuing Ed.	1999–2001
	Wong Joyce S. – Director of Athletics	1999-2010
	Green, Constance Belton – VP Equity & Diversity	2000-2010
	Levine, Mark M. –Head University Relations	2000-2004
	Sweeney, John M. - Assoc. VP Finance & Administration	2000-2010
	Tinker, Nancy - Head Facilities Management	2000–2014
	Administrators Directory	2001
	Bell, Andrea – Director Alumni Affairs	2001-2002
	University Admin Officers	2002
	Gammell, William J. – Director Institutional Research	2002-2006
	Lashley, Brian - Director Institutional Research (2006)	2002-
	Kahkedjian, George – Chief Information Officer	2002-2007
	University Officers	2003
	Banach, Patricia – Director Library Service	2003-present
	Interim Director, Academic Services Center	2009-2012

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series V - Administrative Staff		
5.2	Cooper, Tuesday – Assoc. Dean School Ed. & Prof.	2003–2007
	DeLisa, Kenneth – VP Institutional Advancement	2003-present
	Theroux-Keech, Renee – Interim Director Facilities	tbd
	Osborn, Edward – Director University Relations	2004-present
	Delaney, Michelle – Director Student Center/Activities	2002-present
	Martin, Margaret – Exec. Asst. President for Planning	2006-2011
	Garewski, Jeffrey – Director Public Safety	2006-present
	Stenko, Michael – Director Alumni Affairs	2007-present
	Jeannette, Robert – University Physician	2001-present
	University Leadership Directory	2007
	DeCrescenzo, Nancy – Director Career Services	[2009-2013]
	Leadership Directory	2010
	Close, Stacey – VP Equity & Diversity	2004-present
	Howarth, James – VP Finance & Administration	2010-present
	Huoppi, Jennifer – Registrar	2011-present
	Silcox, Kimberly A. – Director, Center for Community Engagement	2009-present
	Arias, Mercy – Director Counseling Services	2012-2015
	Bisese, William – Director Academic Services Center	2012-present
	Coleman, LeMar – Director Housing & Res Life	2007-present
	Easley, Jacob – Dean Ed. & Prof. Studies/Grad. Division	2014-present
	Gill, Kevin – Director IT Support Services	2011-present
	Harris, Edwin – Director Enrollment Mgt (Admissions)	2012-2014
	Washburne, Cynthia – Interim Director Athletics	2013-2015
	Nelson, Steve – Interim Chief Information Officer (2014)	2013-present
	Leadership Directory	2014
	University Officers and General Administration	2016