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Auxiliary & Institutional Services  
1974-present

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Arranged and Described  
by  
Deborah Simpson

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

March, 2004  
Willimantic, Connecticut

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## **BRIEF DESCRIPTION OF THE COLLECTION**

|                    |  |
|--------------------|--|
| Title              | Auxiliary & Institutional Services, 1974-present.  |
| Extent             | 1 linear foot. 2 boxes.  |
| Arrangement        | This material was divided into series and arranged alphabetically by series and 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:<br><a href="http://ecsu.archives.s3-website-us-east-1.amazonaws.com/">http://ecsu.archives.s3-website-us-east-1.amazonaws.com/</a>      |
| Preferred Citation | [Series, Date, Folder description], Auxiliary & Institutional Services, 1974-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226 |
| Access points      | Universities and colleges--Food service.<br>Universities and colleges--Services for--Contracting out.  |
| Restrictions       | None.  |
| Document types     | Correspondence.<br>Publications.<br>Administrative Records.<br>Financial Records.<br>Press releases.<br>Fliers. [printed matter]   |

**SCOPE AND CONTENT NOTE:**

This collection includes office correspondence, publications and reports. This material offers general information about vendor services on campus specifically related to food services and campus bookstore.

**SERIES DESCRIPTION:**

Series I - Correspondence

This series offers general correspondence about services in the 1970s, some in the late 1990s but most of the collection reflects services offered since 2001. This series also includes a brief history of the department written by the first director, James LoMonoco (1974 to 2004).

Series II - Services

This series includes information about specific services offered to students, faculty and staff by vendors from 2004-present.

Series III - Publications

This series includes printed material such as brochures, flyers and snapshots of web pages describing locations, services and special programs offered on campus.

Series IV - Reports

This series includes company contract information and a variety of budget related reports.

**BIBLIOGRAPHY:**

N/A

**RELATED COLLECTIONS:**

Related information may be found in the following collections: Annual Reports, Fiscal Affairs/Card Services, Student Affairs, Office of Housing and Residential Life and Print Collection/Catalogs.

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                         | Saga Food Service                           | 15 Sept. 1976     |
|                           | Saga Food Service                           | 16 June 1977      |
|                           | Saga Food Service                           | Fall 1979         |
|                           | Auxiliary Services Calendar                 | 27 March 1990     |
|                           | Professional Food-Service Management, Inc.  | August 1990       |
|                           | ID Card-Based Electronic Access System      | 1 August 1992     |
|                           | Food Services Information                   | 7 August 1996     |
|                           | Sodexo Food Service                         | 9 May 2001        |
|                           | Book Signings                               | Spring 2002       |
|                           | Catering Services                           | Spring 2003       |
|                           | Bookstore                                   | Spring 2003       |
|                           | Food Service                                | Fall 2003         |
|                           | Shipping and Receiving Policy and Procedure | 15 September 2003 |
|                           | Bookstore                                   | 3 October 2003    |
|                           | Food Service                                | Spring 2004       |
|                           | University Equipment                        | 23 February 2004  |
|                           | History of Auxiliary Services               | 3 March 2004      |
|                           | Bookstore                                   | Spring 2004       |
|                           | Food Service                                | Fall 2004         |
|                           | Bookstore                                   | Fall 2004         |
|                           | Sodexo Food Service                         | April 2005        |
|                           | Bookstore                                   | 27 April 2005     |
|                           | Sodexo Food Service                         | Fall 2005         |
|                           | Mail Services                               | 13 August 2005    |
|                           | Bookstore                                   | Spring 2006       |
|                           | Sodexo Food Service                         | Spring 2006       |
|                           | Bookstore                                   | Fall 2006         |
|                           | Sodexo Food Service                         | Fall 2006         |
|                           | Bookstore                                   | Spring 2007       |
|                           | Sodexo Food Service                         | Spring 2007       |
|                           | Postal Services and Book Store – Rates      | 25 April 2007     |
|                           | Bookstore                                   | Fall 2007         |
|                           | Sodexo Food Service                         | Fall 2007         |
|                           | Administration                              | March 2008        |
|                           | Bookstore                                   | Spring 2008       |
|                           | Food Service                                | Spring 2008       |
|                           | New Food Service                            | May 2008          |
|                           | Bookstore                                   | Fall 2008         |
|                           | Chartwells Food Service                     | Fall 2008         |
|                           | Bookstore                                   | Spring 2009       |
|                           | Chartwells Food Service                     | Spring 2009       |
|                           | Bookstore                                   | Fall 2009         |

| <u>Box</u>                       | <u>Folder</u>                                   | <u>Date</u>     |
|----------------------------------|---|-----------------|
| <b>Series I - Correspondence</b> |   |                 |
| 1                                | Chartwells Food Service                         | Fall 2009       |
|                                  | Bookstore                                       | May 2010        |
|                                  | Chartwells Hours of Operation                   | May 2010        |
|                                  | Bookstore                                       | Fall 2010       |
|                                  | Card Services                                   | Fall 2010       |
|                                  | Chartwells Food Service                         | Fall 2010       |
|                                  | Bookstore                                       | Spring 2011     |
|                                  | Chartwells Food Service                         | Spring 2011     |
|                                  | Bookstore                                       | Fall 2011       |
|                                  | Chartwells Food Service                         | Fall 2011       |
|                                  | Chartwells Food Service                         | Spring 2012     |
|                                  | Bookstore                                       | Spring 2013     |
|                                  | Chartwells Food Service                         | Spring 2013     |
|                                  | Bookstore                                       | Fall 2013       |
|                                  | Chartwells Food Service                         | Fall 2013       |
|                                  | Bookstore                                       | Spring 2014     |
|                                  | General   | Spring 2014     |
|                                  | Chartwells Food Service                         | Spring 2014     |
|                                  | General   | Fall 2014       |
|                                  | General   | Spring 2014     |
| <b>Series II - Services</b>      |   |                 |
|                                  | Sodexo Food Service                             | 2004            |
|                                  | Food Service Flyer                              | 18 January 2005 |
|                                  | Food Service Flyers                             | Fall 2005       |
|                                  | Food Service Flyer                              | 23 January 2006 |
|                                  | Food Service Flyers                             | Fall 2007       |
|                                  | Food Service Flyer                              | 7 October 2008  |
|                                  | Food Service Flyers                             | Spring 2009     |
|                                  | Food Service Flyers                             | Fall 2009       |
|                                  | Food Service Flyers                             | Spring 2010     |
|                                  | Food Service Flyers                             | Fall 2010       |
|                                  | Food Service Flyers                             | Spring 2011     |
| <b>Series III - Publications</b> |   |                 |
|                                  | Auxiliary Services Calendar                     | 1975 -1976      |
|                                  | Food Service Digest                             | Fall 1990       |
|                                  | Campus Dining                                   | 1990s           |
|                                  | Campus Meal Plan                                | 1990s           |
|                                  | Food Service Digest                             | Spring 1991     |
|                                  | Food Service Digest                             | Fall [1994]     |
|                                  | Professional Food-Service Management- brochures | 1994-1995       |

| <u>Box</u>                       | <u>Folder</u>                             | <u>Date</u>      |
|----------------------------------|---|------------------|
| <b>Series III - Publications</b> |   |                  |
| 1                                | Campus Dining                             | 1997-1998        |
|                                  | Intro to Food Services (Web)              | Summer 2002      |
|                                  | Newspaper Article                         | 13 November 2002 |
|                                  | Feeding Body and Mind (2)                 | 2002-2003        |
|                                  | Bookstore Web page                        | August 2003      |
|                                  | Food Services Web page                    | August 2003      |
|                                  | Food Services on Campus (Web)             | December 2004    |
|                                  | Catering Services Web page                | August 2005      |
|                                  | Catering Services Web page                | June 2007        |
|                                  | Grand Opening of Library Café             | Fall 2007        |
|                                  | Chartwells Web page                       | September 2008   |
| 2                                | Eastern Expre\$\$ Card                    | [2008]           |
|                                  | Campus Dining Services – Expre44 Card (2) | 2010s            |
|                                  | Chartwells Web page                       | Fall 2011        |
|                                  | Director’s Dish                           | September 2011   |
|                                  | Get Your Plate in Shape                   | 28 March 2012    |
|                                  | Jack O’Lanterns                           | Fall 2012        |
|                                  | Dining Services                           | 2012             |
|                                  | Web page                                  | Spring 2013      |
|                                  | Web page                                  | Fall 2013        |
|                                  | Eastern Expre\$\$ Card info               | 2014-2015        |
| <b>Series IV - Reports</b>       |   |                  |
|                                  | Contract/Dyna-matic Corp. of America      | 1974             |
|                                  | Saga Food Service Contract                | September 1975   |
|                                  | Saga’s Special Party Booklet              | 1977             |
|                                  | Budget                                    | 12 June 1979     |
|                                  | Use of funds for repairs                  | 2 August 1979    |
|                                  | Refurbishing & Equipment Repair           | 3 October 1980   |
|                                  | Student Fees                              | 31 October 1980  |
|                                  | Saga Food Service                         | 1980-1981        |
|                                  | Barnes and Noble Bookstores Contract      | August 1999      |
|                                  | Connecticut Library Consortium            | August 1999      |
|                                  | Sodexho Contract (1 of 6)                 | October 1999     |
|                                  | Sodexho Contract (2 of 6)                 | October 1999     |
|                                  | Sodexho Contract (3 of 6)                 | October 1999     |
|                                  | Sodexho Contract (4 of 6)                 | October 1999     |
|                                  | Sodexho Contract (5 of 6)                 | October 1999     |
|                                  | Sodexho Contract (6 of 6)                 | October 1999     |
|                                  | Sodexho Presents Casual Bakery            | Fall 2004        |