

UNIVERSITY ARCHIVES
J. EUGENE SMITH LIBRARY
EASTERN CONNECTICUT STATE UNIVERSITY



Office of the President
Searle F. Charles
1962-2001

mss.1.06.charles

Arranged and Described
By
Deborah Simpson with L. Magowan

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

February, 2003
Willimantic, Connecticut

TABLE OF CONTENTS

<u>Series</u>		<u>Page</u>
	Brief Description of the Collection	3
	Biography	4
	Scope and Content	4
	Collection Listing	7-10
I	Awards	7
II	Committees	7
III	Correspondence	7
IV	Events	8
V	News clippings	8
VI	Papers/Speeches	9
VII	Policy & Procedure	9
VIII	Publications	9
IX	Reports	9
X	Realia	10
XI	Photographs	10

DESCRIPTION OF THE COLLECTION

Title	Office of the President, Searle F. Charles, 1962-2001.
Extent	2.5 linear feet. 4 boxes.
Arrangement	The material was divided into eleven series and arranged chronologically within each series.
Provenance	This collection was brought together and organized from documents and material sent to the University Archives from many sources including but not limited to the Office of the President.
Finding Aid	Printed finding aid available in repository. Electronic version: http://ecsu.archives.s3-website-us-east-1.amazonaws.com/
Preferred Citation	[Series, Folder description, Date], Office of the President, Searle F. Charles, 1962-2001. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.
Access points	Teachers colleges. College presidents. Willimantic State College Eastern Connecticut State College
Occupation	Educator. 3 rd President of Eastern Connecticut State College.
Restrictions	None.
Document types	Correspondence. Publications. Administrative Records. Press releases.

BIOGRAPHY:

Dr. Searle Franklin Charles was born May 6, 1923 in Lyons, Ohio. He received his B.S. in secondary Education from Butler University; M.S. in American History from the University of Wisconsin and a Ph.D. in history from the University of Illinois. He also taught high school and college courses and worked as an administrator at Flint Community Junior College for eight years.¹

Dr. Charles was appointed Chief Administrative officer of Willimantic State College in 1962 working as Dean of Administration until his appointment as Administrator of the College in January 1966 following the retirement of President J. Eugene Smith¹. He was named President in October 1966. He resigned in September of 1969 to take a position as Executive Director of the new Connecticut Community College System.² where he served from 1970-1982.

Dr. Charles went on to serve in higher education as President of Elgin Community College and visiting professor at other colleges well into retirement. He died in Corvallis, Oregon in December 2001.³

SCOPE AND CONTENT NOTE:

This collection includes material documenting the tenure of Searle F. Charles as President of the school: Willimantic State College/Eastern Connecticut State College. Documents include biographical information, correspondence from Charles' years as Dean of Students, day files from his presidency, a copy of his inaugural address, and a mission statement policy drafted for the school in 1968.

SERIES DESCRIPTION:

Series I – Awards

This series includes copies of the President's Medal Citation and the Connecticut State University Resolution honoring Dr. Charles.

Series II - Committees

This series includes information about Dr. Charles as Dean and as President including his activity in the Administrative Council and the F.R. Noble School Advisory Council.

Series III - Correspondence

This series offers correspondence from Dr. Charles' time as Dean of Students (1962-1965), plus general correspondence and day files from his presidency, 1966-1970.

Series IV - Events

This series offers programs from commencement ceremonies, a program from a dinner honoring the new president and a retirement celebration recognizing his work as an educator.

Series V - News Clippings

This series includes a collection of articles highlighting his appointment, resignation and retirement from the community college system as well as notices posted at the time of his death.

Series VI - Papers/Speeches

This series includes his inaugural address, the text of a radio interview with President Charles and papers presented addressing campus issues.

Series VII - Policy & Procedures

This series offers general documents related to school administration including a document entitled "The Mission and Purpose of Eastern Connecticut State College" dated March 30, 1968.

Series VIII - Publications

This series offers bibliographic information about the book, *Minister of Relief: Harry Hopkins and the Depression* written by Dr. Charles in 1963, an article he co-authored and information on a publication on which he served as editor.

Series IX- Reports

This series includes reports on undergraduate enrollment between 1966 and 1968, future programs and curriculum plans for the college.

Series X - Realia

This series includes President Charles Association of University Professors (AAUP) membership card.

Series XI - Photographs

This series includes several photographs including a photocopy of a portrait of President Charles created for the school's centennial celebration. The original portrait is displayed in the library archives & special collections.

BIBLIOGRAPHY:

¹ Series IV – News Clippings, "College Trustee Board Names Dr. Charles Administrator at WSC", April 1966. Office of the President, Searle F. Charles, 1962-2001. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.

² Series IV – News Clippings, "President Charles Resigns for Top Community College Post", October 1969. Office of the President, Searle F. Charles, 1962-2001. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.

³ Series IV – News Clippings, "Obituaries", December 2001. Office of the President, Searle F. Charles, 1962-2001. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.

RELATED COLLECTIONS:

Related information may be found in the following collections: Connecticut State University - Board of Trustees / Minutes, Committees and Resolutions, Photograph Collection, and in the following publications: *Faculty Newsletter*, *Alumni News*, *Campus Lantern*, and *ECSU-in-the-News*.

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/>

COPYRIGHT NOTE:

PERMISSION TO PUBLISH FROM THESE PAPERS MUST BE OBTAINED IN WRITING FROM BOTH EASTERN CONNECTICUT STATE UNIVERSITY LIBRARY AND THE OWNER(S) OF THE COPYRIGHT

Box Folder

Date

Searle F. Charles, 1966-1969, 3rd President

Series I – Awards

1	President's Medal Citation	20 May 1990
	CSU Resolution honoring Dr. Searle F. Charles	7 December 2001

Series II - Committees

Dean's Staff	15 February 1966
State College Presidents	Spring 1966
Administrative Council	1966-1967
Administrative Staff/ Faculty	1966-1967
Committee for Campus Improvement & Scholarships	14 July 1967
Committee for Campus Improvement	20 September 1967
Committee on the Future of the College	Fall 1967
Administrative Council	1967-1968
Administrative Staff/ Faculty	1967-1968
Naming Buildings Committee	6 December 1967
Student Personnel Group	25 January 1968
Administrative Council	Fall 1968
Dean's Council	Fall 1968
Committee on Student Standing	Fall 1968
Administrative Council	Spring 1969
Dean's Council	Spring 1969
State College Presidents	16 May 1969
Administrative Council	Fall 1969
Dean's Council	Fall 1969
State College Presidents	Fall 1969
F. R. Noble Advisory Council	Fall 1969
Naming Buildings Committee - proposed names	7 November 1969
Administrative Staff/ Faculty	1969-1970
Governmental and Procedural Structure Review	n.d.

Series III - Correspondence

1	General	
	Dean's correspondence	1962-1963
	Dean's correspondence	1964-1965
	Future of Willimantic State College	29 April 1966
	Committee Structure	[Spring 1966]
	General	Spring 1966
	Leasing of the Nathan Hale Hotel	5 August 1966
	Approved administrative positions	11 October 1966
	General	Fall 1966
	Faculty Communications	Fall 1966
	General	Spring 1967

Box Folder

Date

Searle F. Charles, 1966-1969, 3rd President

Series III - Correspondence

1	General	
	New policies	July 1967
	General	Fall 1967
	Deficiencies in the science building	20 February 1968
	General	Spring 1968
	Faculty Communications	Spring 1968
	General	Fall 1968
	General	Spring 1969
	Announcement of resignation	8 September 1969
	General	Fall 1969
	Faculty Communications	Fall 1969
	Resolution to authorize names for eight buildings	13 November 1969
	Day Files	
2	Day Files	July-August 1968
	Day Files	September 1968
	Day Files	October 1968
	Day Files	November 1968
	Day Files	December 1968
	Day Files	2-20 January 1969
	Day Files	21-31 January 1969
	Day Files	February 1969
	Day Files	1-14 March 1969
	Day Files	17-29 March 1969
	Day Files	April 1969
	Day Files	May 1969
	Day Files	2-13 June 1969
	Day Files	13-26 June 1969
3	Day Files	July 1969
	Day Files	August 1969
	Day Files	September 1969
	Day Files	October 1969
	Day Files	November 1969
	Day Files	2-24 December 1969
	Day Files	24-31 December 1969
	Series IV - Events	
	76 th Commencement	6 June 1966
	Banquet in honor of Dr. Searle F. Charles (2)	26 Oct 1966
	77 th Commencement	11 June 1967
	78 th Commencement	9 June 1968
	79 th Commencement	8 June 1969
	Reception honoring Dr. Searle F. Charles	17 June 1982

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Searle F. Charles, 1966-1969, 3rd President		
Series V - News clippings		
3	“Charles WSC New Dean”	May 1962
	Dr. Charles named administrator	April 1966
	Dr. Charles named 3 rd President	February 1967
	Searle F. Charles, Ph.D. – President (yearbook)	[June] 1967
	Dr. Charles resigns (2)	Fall 1969
	Dr. Charles obituaries (4)	December 2001
	Resolution Honoring Dr. Searle F. Charles	7 December 2001
	Obituary (wife Barbara)	June 2012
Series VI - Papers/Speeches		
	Inadequacies of the Indoor Physical Education Facilities	15 March 1967
	Inaugural Address	30 April 1967
	Radio interview (text)	1967
	Why a New Laboratory School...	February 1968
Series VII - Policy and Procedure		
	Campus Rules and Regulations	1966
	Faculty Organization and Personnel	1966-1967
	Campus Rules and Regulations	October 1968
	Refunds for textbooks	21 March 1968
	Administrative Organizational Chart	31 October 1968
	Student Demonstrations	December 1968
	Guideline Statement - Anti-Vietnam Demonstration Day	April 1969
	College and Committee Structure	24 November 1969
	Faculty and College Elections	24 November 1969
Series VIII - Publications		
	<i>Minister of Relief, Harry Hopkins & the Great Depression</i>	1963
	“Balancing State and local control”	[1978]
	“Walking a Tightrope: the Role of ...the State Director”	October 1994
Series IX - Reports		
4	Annual Report	1965-1966
	Future of Willimantic State College	29 April 1966
	Enrollment & Placement	1966-1967
	Innovations in Curricula	10 August 1967
	Enrollment & Placement	1967-1968
	Committee on the Future of the College (CFC):	
	Mission & Purpose – an exploratory document (1 of 6)	30 March 1968
	Mission & Purpose (2 of 6)	30 March 1968
	Mission & Purpose (3 of 6)	30 March 1968
	Mission & Purpose (4 of 6)	30 March 1968

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Searle F. Charles, 1966-1969, 3rd President		
Series IX - Reports		
4	Committee on the Future of the College (CFC):	
	Mission & Purpose (5 of 6)	30 March 1968
	Mission & Purpose (6 of 6)	30 March 1968
	Future Academic Programs (CFC)	Spring 1968
	Progress Report (CFC)	14 May 1968
	Updated Mission Statement (CFC)	21 September 1968
	Report from the Board of Trustees	20 November 1968
	Curriculum Planning for ECSC	December 1968
	Criteria for the selection of a president	[1968]
	Review of Departmental Structure & Functions	15 May 1969
Series X - Photographs		
	Searle Charles, portrait photograph (Grube)	n.d.
	Searle Charles, Outside Burr Hall, 8 x 10 (2) mounted	n.d.
	Searle Charles, Outside Burr Hall, 8x10 (2)	n.d.
Series XI - Realia		
	AAUP Membership Card	1970