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EASTERN CONNECTICUT STATE UNIVERSITY



University Relations
1979-present

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Arranged and Described
By
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March, 2004
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	5-14
I	Awards	5
II	Correspondence	5
III	Publications	7
V	Photographs	13

BRIEF DESCRIPTION OF THE COLLECTION

Title	University Relations, 1979-present.
Extent	11 linear feet. 16 boxes.
Arrangement	Available information was sorted into series and placed in chronological order within each series.
Provenance	This collection was compiled and 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], University Relations, 1993-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226
Access points	Journalism and public relations. Press releases. Eastern Connecticut State College Eastern Connecticut State University.
Restrictions	None.
Document types	Correspondence. Publications. Administrative Records. Press releases. Fliers. [printed matter] Photographs

SCOPE AND CONTENT NOTE:

This collection offers information about the Office of University Relations whose purpose is to disseminate information about the University, its services and accomplishments to the community at large. This collection documents these activities through awards, correspondence, press releases and publications dating from the 1980s. University Relations is a branch of the Office of Institutional Advancement.

SERIES DESCRIPTION:

Series I – Awards

This series includes certificates and other documentation of awards received by the University Relations Office since 1997.

Series II – Correspondence

This series includes a collection of correspondence offering announcements of significant events and noteworthy accomplishments at Eastern dating from 1993 to the present.

Series III – Policy & Procedures

This series offers information on Communicating with the News Media, Graphic Standards, Writing Style, Website Guidelines, Letterhead, Social Media Policy, Service Procedures and ECSU Web Policy.

Series IV - Publications

This series includes publications generated by University Relations including press releases and special publications. The office generates a substantial number of publications for other departments on campus. Most material created for a specific event or another office is filed with the material for that office. Many publications created by the office of University Relations since 2001 are included within their annual report. These reports are filed separately by academic year in the Archive's Annual Reports Collection, Administration section, University Relations.

Series V – Photographs

This series includes a collection of 25 photographs used in an exhibit celebrating the 25th Anniversary of the establishment of the Connecticut State University (CSU) System in 1983.

RELATED COLLECTIONS:

Related materials may be found in the Annual Reports/University Relations collection and in the following publications: *ECSU-in-the-News*, *Eastern Envoy*, *Eastern Magazine*, *Newsflash*, *President's Annual Report and List of Donors*, and within other department's collections including Admissions and Student Affairs.

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://ecsuhv.archives.s3-website-us-east-1.amazonaws.com/>

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series I - Awards		
1	Admissions Advertising Awards	1996
	Admissions Advertising Awards	1997
	Communicator	1999
	Admissions Advertising Awards	2000
	C.A.S.E. Awards (Council for Advancement and Support of Education)	2001
	I.F.P.A. (Independent Free Papers of America)	2002
Series II - Correspondence		
1	Media Coverage	1993
	CSU faculty recital	27 September 1994
	Special events	February 1995
	Audio-Video coverage	October 1996
	Media/Community Guide	May 1997
	Library-Golden Trowel Award	September 1999
	Return of Navajo Boy	Spring 2000
	William "Bill" Pike	March 2002
	Dedication of Gelsi-Young Building	December 2002
	General (Mark Levine Farewell)	Spring 2003
	Announcement – official colors	December 2003
	New publications: <i>Newsflash & Eastern Voices</i>	January 2004
	General	Spring 2005
	General (Nick Lacey, photographer)	Fall 2005
	General (Dr. Carter, farewell reception)	Spring 2006
	Carter's Portrait	Spring 2007
	General (SIFT-Summer Inst. For Future Teachers)	August 2007
	General (coming events)	Fall 2007
	General (Church property update)	Spring 2008
	General (Emergency Alert System)	Summer 2008
	General	Fall 2008
	General (Putting Eastern 1 st Award)	Spring 2009
	General (Great Colleges to Work For)	Summer 2009
	General (Wally Lamb; "Sandy" Taylor)	Fall 2009
	General (Haitian Relief)	Spring 2010
	General (Letterhead – eTemplates)	Summer 2010
	General (Open House – Public Safety building)	Fall 2010
	General (Gambling Awareness programs)	Spring 2011
	General	Fall 2011
	General (Web Tips)	Spring 2012
	General (#1 in National Study of Improvement)	Spring 2012
	General (Web Tips)	Fall 2012
	General (Social Media Pages)	Fall 2012
	General	Spring 2013

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series II - Correspondence		
1	General	Fall 2013
	General	January-March 2014
	General	April-July 2014
Series III – Policy & Procedures		
2	Communicating with the News Media	September 2005
	Graphic Standards Manual	[2008]
	Writing Style Guide	1 February 2009
	Athletic Graphic Standards	[2009]
	Website Guidelines	March 2010
	Publications and Printed Material	3 March 2010
	Publications and Printed Material	23 April 2010
	Letterhead Template	August 2010
	Social Media Policy	Spring 2014
	Service Procedures	March 2015
	ECSU Web Policy	March 2015
Series IV - Publications		
	Press Release- Medieval Dinner	28 November 1979
	Speakers Bureau, brochure	[1985]
	Press Releases	Apr-Jul 1985
	Press Releases	Aug-Dec 1985
	Press Releases	Jan-Feb 1986
	Press Releases	Mar-May 1986
	Press Releases	Jun-Dec 1986
	Press Releases	Mar-Jun 1987
	Press Releases	Jul-Dec 1987
	Press Releases	Jan-Aug 1988
	Press Releases	Sept-Dec 1988
	Press Releases	Jan-Feb 1989
	Press Releases	Mar 1989
	Press Releases	Apr-Sept 1989
	Press Releases	Oct-Dec 1989
3	Press Releases	Jan 1990
	Press Releases	Feb 1990
	Press Releases	Mar 1990
	Press Releases	Apr-Jun 1990
	Press Releases	Jul-Aug 1990
	Press Releases	Sept-Dec 1990
	Speakers Bureau, brochure	1991
	Press Releases	Jan-Apr 1991

<u>Box</u>	<u>Folder</u>	<u>Date</u>	
Series IV - Publications			
3	Press Releases	May-Sept 1991	
	Press Releases	Oct-Dec 1991	
	Press Releases	Jan 1992	
	Press Releases	Feb 1992	
	Press Releases	Mar 1992	
	Press Releases	Apr-May 1992	
4	Press Releases	Jun-Sept 1992	
	Press Releases	Oct-Dec 1992	
	Press Releases	Jan-Feb 1993	
	Press Releases	Mar 1993	
	Press Releases	Apr-May 1993	
	Press Releases	Jun-Aug 1993	
	Press Releases	Sept 1993	
	Press Releases	Oct 1993	
	Press Releases	Nov 1993	
	Press Releases	Dec 1993	
	Guide to Resources at ECSU	1994	
	Management Handbook	1994	
	Press Releases	January 1994	
	Press Releases	February 1994	
5	Press Releases	March 1994	
	Press Releases	April 1994	
	Press Releases	May 1994	
	Press Releases	June 1994	
	Press Releases	July 1994	
	Press Releases	August 1994	
	Press Releases	September 1994	
	Press Releases	October 1994	
	Press Releases	Nov-Dec 1994	
	Press Releases	Jan 1995	
	Press Releases	Feb 1995	
	Press Releases	Mar-Apr 1995	
	Press Releases	May-Jul 1995	
	Press Releases	Aug-Sept 1995	
	Press Releases	Oct 1995	
	Press Releases	Nov-Dec 1995	
	Guide to Resources at ECSU	1995	
	Publication Samples	1995-1996	
	6	Press Releases	Jan 1996
		Press Releases	Mar 1996
Press Releases		Apr-May 1996	
Press Releases		Jun 1996	
Annual Summary		1995-1996	

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV - Publications		
6	Press Releases	Jul-Sept 1996
	Press Releases	Oct 1996
	Press Releases	Nov-Dec 1996
	Press Releases	Jan 1997
	Press Releases	Feb 1997
	Press Releases	Mar 1997
	Press Releases	Apr 1997
	Press Releases	May-Jun 1997
	Annual Summary	1996-1997
	Press Releases	Jul-Aug 1997
	Press Releases	Sept 1997
	Press Releases	Oct 1997
	Press Releases	Nov-Dec 1997
7	Media/Community Guide	1997
	Press Releases	Jan-Feb 1998
	Press Releases	Mar-Apr 1998
	Press Releases	May-June 1998
	Annual Summary (2)	1997-1998
	Publication samples	1998
	Press Releases	July-Aug 1998
	Press Releases	Sept-Oct 1998
	Press Releases	Nov-Dec 1998
	Press Releases	Jan 1999
	Press Releases	Feb 1999
	Press Releases	March 1999
	Press Releases	Apr 1999
	Press Releases	May 1999
	Press Releases	June 1999
8	Media/Community Guide	1999
	Press Releases	July 1999
	Press Releases	August 1999
	Press Releases	Sept 1999
	Press Releases	Oct 1999
	Press Releases	Nov 1999
	Press Releases	Dec 1999
	Publication Samples	1999-2000
	Press Releases	Jan 2000
	Press Releases	Feb 2000
	Press Releases	March 2000
	Covers	Fall 2000
	Press Releases	April 2000
	Press Releases	May 2000
	Press Releases	June 2000

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV- Publications		
8	Press Releases	July 2000
	Press Releases	Aug 2000
	Press Releases	Sept 2000
	Press Releases	Oct 2000
	Press Releases	Nov 2000
	Press Releases	Dec 2000
9	Press Releases	Jan 2001
	Press Releases	Feb 2001
	Deans List	Feb 2001
	Press Releases	March 2001
	Press Releases	April 2001
	May Graduates	May 2001
	Press Releases	May 2001
	Press Releases	June 2001
	Poster - "Excellence..."	Fall 2001
	Publication descriptions (web)	Fall 2001
	Press Releases	July-Aug 2001
	Press Releases	Sept 2001
	Press Releases	Oct 2001
	Press Releases	Nov 2001
	Press Releases	Dec 2001
10	Press Releases	Jan 2002
	Press Releases	Feb 2002
	Press Releases	March 2002
	Press Releases (1)	April 2002
	Press Releases (2)	April 2002
	Press Releases	May 2002
	Press Releases	June 2002
	Publication Samples	2002
	Press Releases	July 2002
	Press Releases	Aug 2002
	Press Releases	Sept 2002
	"America's Best Colleges"	Sept 2002
	Press Releases	Nov-Dec 2002
	Guide for Visitors, brochure	Fall 2002
	Fast Facts	2003
	Statewide Newspaper Coverage	2003-2004
	Press Releases	Jan 2003
	Press Releases	Feb 2003
	Press Releases	March 2003
	Press Releases (1)	April 2003
Press Releases (2)	April 2003	
Publication samples	Fall 2003	

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV- Publications		
10	Statewide press	2003-2004
	President's Annual Report (cover art)	2003-2004
	Guide for Visitors	[2003]
11	Press Releases	May-June 2003
	Web Pages	Summer 2003
	Fast Facts	2003
	Press Releases	July-Aug 2003
	Press Releases	Sept 2003
	Press Releases	Oct 2003
	Press Releases	Nov 2003
	Press Releases	Dec 2003
	Press Releases	Jan-Feb 2004
	Press Releases	March 2004
	Press Releases (1)	April 2004
	Press Releases (2)	April 2004
	Press Releases	May-June 2004
	Press Releases	July 2004
	Press Releases	Aug-Sept 2004
	Press Releases	Oct 2004
	Press Releases	Nov 2004
	Press Releases	Dec 2004
	Publication samples	2004-2005
12	Eastern's Economic Impact	Jan 2005
	Press Releases (1)	Jan 2005
	Press Releases (2)	Jan 2005
	Deans List	Jan 2005
	Press Releases (1)	Feb 2005
	Press Releases (2)	Feb 2005
	Web pages	2005
	Press Releases	March 2005
	Press Releases	April 2005
	Press Releases	May 2005
	Press Releases	June 2005
	Press Releases	July-Aug 2005
	Press Releases	Sept 2005
	Press Releases	Oct 2005
	Press Releases	Nov 2005
	Press Releases	Dec 2005
	Press Releases	Jan-Feb 2006
	Press Releases	March-April 2006
	Press Releases	May 2006
	Press Releases	June-Aug 2006
	Program Covers	[2006]

<u>Box</u>	<u>Folder</u>	<u>Date</u>
Series IV- Publications		
12	Press Releases	Sept-Oct 2006
	Press Releases	Nov-Dec 2006
	Deans List	Jan 2007
13	Publication samples	2006-2007
	Press Releases	Jan-Feb 2007
	Press Releases	March 2007
	“A Brief History of Eastern” (2 copies)	Spring 2007
	Inauguration of President Nunez (2 copies)	Spring 2007
	Press Releases	April 2007
	Press Releases	May-June 2007
	Web Pages	Summer 2007
	Press Releases	July-Aug 2007
	Press Releases	Sept-Oct 2007
	Press Releases	Nov-Dec 2007
	University Guide & Parent Handbook	Fall 2007
	Web Pages	Spring 2008
	University Guide (2)	2008
	Excellence That Inspires Cover	2008
	Card – Town Meeting	Fall 2008
	Press Releases	Jan 2008
	Press Releases	Feb 2008
	Press Releases	March 2008
	Press Releases	April-May 2008
14	Press Releases	June-Sept 2008
	Press Releases	Oct-Dec 2008
	Publication samples	2008-2009
	Press Releases	Jan 2009
	Press Releases	September 2008
	Press Releases	Oct-Dec 2008
	Press Releases	January 2009
	Press Releases	Feb 2009
	Press Releases	March 2009
	Press Releases	April 2009
	Church Farm Opening	May 2009
	Press Releases	May 2009
	Press Releases	June 2009
	Press Releases	July-Sept 2009
	Press Releases	Oct-Dec 2009
15	Press Releases	Jan-Feb 2010
	Press Releases	March 2010
	Press Releases	April-May 2010
	Deans List	May 2010
	Great Colleges to Work For	Spring 2010

<u>Box</u>	<u>Folder</u>	<u>Date</u>	
Series IV - Publications			
15	Press Releases	June-July 2010	
	University Guide (3)	2010-2011	
	Press Releases	Aug-Sept 2010	
	Press Releases	Oct 2010	
	Press Releases	Nov-Dec 2010	
	Press Releases	Jan-Feb 2011	
	Press Releases	March 2011	
	Press Releases	April 2011	
	Press Releases	May 2011	
	Press Releases	June	
	Press Releases	July-Aug 2011	
	Press Releases	September 2011	
	Press Releases	October 2011	
	Press Releases	Nov- Dec 2011	
	Press Releases	Spring 2012	
	Website	Fall 2012	
	Press Releases	Sept- Dec 2012	
	Press Releases	January-April 2013	
	Press Releases	May-August 2013	
	Press Releases	Sept-Dec 2013	
	Press Releases	January-April 2014	
	Press Releases	May-August 2014	
	Press Releases	Sept-Dec 2014	
	Publication Samples	2014	
	Press Releases	January-March 2015	
	Press Releases	n.d.	
	Publication samples	n.d.	
Series V – Photographs – CSU 25th Anniversary			
16	1	1983 College Bowl, winning team	2008
	2	Karate Kick [1989]	2008
	3	1984 Aerobics - Elderhostel in Sports Center	2008
	4	CSU Board Meeting 1988 Presidents: Webb, Smith, Carter	2008
	5	1987 Scuba club	2008
	6	1990 Eastern Warriors: Celebrate NCAA Championship	2008
	7	October 23 rd , 1993 - Murder Mystery Event	2008
	8	Class of 1959 - Thirty-one Year Reunion	2008
	9	April 1994 Phonathon for Alumni Annual Fund	2008
	10	Florida Alumni Enjoy “Knight Life” at Medieval Times	2008
	11	Class of 1995 Presents Library with \$8000 for books	2008
	12	Jesse Jackson, Keynote Speaker, 1992 Commencement	2008

<u>Box</u>	<u>Folder</u>	<u>Date</u>	
Series V – Photographs			
16	13	Van - donated by Wile Motors for Spring Break	2008
	14	L. Mead & B. Niejadlik with President Carter (1997)	2008
	15	Sports Complex in Mansfield	2008
	16	Foster Clock Tower & J. Eugene Smith Library	2008
	17	Solar Car - Research & Exhibition Conference	2008
	18	Students dig for history – Mohegan Tribal Nation	2008
	19	Annual Research & Exhibition Conference	2008
	20	Women’s Soccer – LEC Conference Tournament Championship in 2003	2008
	21	Eastern Students serving Community – Habitat for Humanity Club	2008
	22	Pres. Carter laying bricks for the Child & Family Development Resource Center	2008
	23	Dr. Nunez & SGA Officers – Announcing Presidency	2008
	24	Student Center - Entrance	2008
	25	New Science Building	2008