

# Guide to the Miscellaneous BHCC Newsletters

Bunker Hill Community College Archives

N-318

250 Rutherford Ave, Boston, MA 02129

## Collection Overview

**Title:** Miscellaneous BHCC Newsletters

**Record Group Number:** RG011.04

**Creator:** English Department; Division of Continuing Education; Communications Division; Division of Planning and Development; Friends of Bunker Hill; Office of the President; Bunker Hill Community College Professional Association; Division of Student Affairs

**Date:** 1981-2014

**Extent:** 2 boxes (0.83 Linear Feet)

**Language:** Materials are in English

## Administrative Information

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

**Description Statement:** Except where otherwise noted, the guide for the Miscellaneous BHCC Newsletters by Bunker Hill Community College Archives is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License] (<https://creativecommons.org/licenses/by-nc-nd/4.0/>).

**Processing Information:** The Miscellaneous BHCC Newsletters collection was initially grouped together with the BHCC Faculty and Staff Newsletter in an older RG011.03 named BHCC Publications. The Miscellaneous BHCC Newsletters were made into their own separate record group as the extent of the Faculty and Staff newsletters warranted separation. The Miscellaneous newsletters did not meet the scope of the newly created record group and was then made into its own collection.

## **Preferred Citation:**

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.  
Miscellaneous BHCC Newsletters. Bunker Hill Community College Archives,  
Boston, Massachusetts.

## **Scope and Contents**

This collection consists of miscellaneous newsletters published by different Bunker Hill Community College departments, organizations, and divisions between 1981 to 2014. The collection consists entirely of textual materials, with the primary format being newsletters. Attached to some newsletters are supplemental documents such as agendas, arbitration transcripts, emails, memos, and articles.

## **Arrangement**

This collection is arranged into five series.

## **Collection Inventory**

### **Series 1: Chelsea Update**

The first series consists of the Chelsea Update newsletter created and distributed by the Division of Continuing Education from 1997 to 2005. The newsletter consisted of information and events regarding the Chelsea Campus and mentions the opening of the new Chelsea Campus at the old Chelsea Post Office. The series is textual and is arranged chronologically.

#### *Box 1*

- Folder 1: Chelsea Update 1997-1999
- Folder 2: Chelsea Update 2000-2002
- Folder 3: Chelsea Update 2003-2005

### **Series 2: Perspective Newsletter**

The second series consists of the Friends of Bunker Hill's Perspective newsletter published between 1981 to 1987. The newsletter was created for friends and alumni of Bunker Hill Community College and consists of BHCC faculty and college news. The series is textual consisting entirely of newsletters and is arranged chronologically.

- Folder 1: Perspective, 1981-1985
- Folder 2: Perspective, 1986-1987

### **Series 3: Monday Morning Memo**

The third series consists of the English Department's Monday Morning Memo newsletter between 2006 to 2010. The Monday Morning Memo was distributed by Timothy McLaughlin, the acting department chair of both the English and Music department, McLaughlin also ran BHCC's jazz band during this period.

The newsletters are predominantly text-based and include English Department meeting minutes; information regarding grading and exam rubrics; upcoming events regarding the English department and the jazz band; and other flyers and articles distributed for faculty reading and information. Some Monday Morning Memos exist as email print outs, and some have personal identifiable information redacted. The series is arranged chronologically.

- Folder 1: Monday Morning Memo, 2006 – October 2007
- Folder 2: Monday Morning Memo, October 9, 2007 – September 29, 2008
- Folder 3: Monday Morning Memo, October 6, 2008 - October 26, 2009
- Folder 4: Monday Morning Memo, November 2, 2009 – September 20, 2010

### **Series 4: The Night Cap and Night Times**

The fourth series consists of the Division of Continuing Education's Night Times newsletter and its predecessor, The Night Cap. The Night Cap is believed to have been published in the late 1970s, but the exact year is unknown; while the Night Times issues were published between 1981 to 1991. The series is arranged chronologically.

#### *Box 2*

- Folder 1: Night Cap/Night Times c.1970s-1991

### **Series 5: Miscellaneous Newsletters**

The final series consists of a variety of different newsletters by different departments within BHCC. The newsletters' dates range from 1981 to 2014 with notable departments and organizations involved including the Mathematics department; Office of the President; BHCC Professional Association; Division of Student Affairs; Office of Cooperative Education; and the Office of International

Education; The African American Cultural Society; and Continuing Education and Business Outreach. All items within this series are textual.

- Folder 1: A.F.S.C.M.E Membership Newsletter
- Folder 2: CEBO Update
- Folder 3: Beyond Boundaries
- Folder 4: Friends of Bunker Hill Community College
- Folder 5: International News Exchange
- Folder 6: Academic Affairs
- Folder 7: Math Department newsletter
- Folder 8: Occasional Paper
- Folder 9: Co-op News
- Folder 10: Instructional News Across the Curriculum
- Folder 11: BHCC PA Faculty/Staff Newsletter
- Folder 12: Union Beat
- Folder 13: From the President's Desk
- Folder 14: P.S. We're Adjuncts Newsletter
- Folder 15: International News
- Folder 16: Here's the Scoop

## **Related Finding Aids**

[RG011.01 - Third Rail Newspaper](#)

[RG011.02 - BHCC Catalogs](#)

[RG011.03 - Faculty and Staff Newsletter](#)