

Guide to the Press Releases Records

Bunker Hill Community College Archives

N-318

250 Rutherford Ave, Boston, MA 02129

Collection Overview

Title: Press Releases

Record Group Number: RG024

Creator: Integrated Marketing & Communications [also called Communications and Public Information Office in records]

Date: 1991-2005

Extent: 3 boxes (1.25 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 Press Releases Records 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/>).

Preferred Citation:

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.
Press Releases Records. Bunker Hill Community College Archives, Boston, Massachusetts.

Scope and Contents

The Press Releases record group consists of eight series and eight sub-series that contain press releases dating from 1991 to 2005. These releases were created by

the Integrated Marketing & Communications (IMC) division, which was formerly called both Communications and the Public Information Office. Press releases are official statements produced by employees at Bunker Hill Community College that are then sent news outlets for public distribution. For the early releases in this record group (1991-1995), BHCC sent the releases to Frank Doherty & Associates for distribution to news outlets. In later years, the releases appear to be sent directly to the news outlets.

The press releases covered a range of topics, but there were some recurring categories: college events, including prominent visitors, student performances, celebrations, and commencements; new faculty appointments; and course and program information, including start dates, new offerings, and recognition/honors awarded to certain programs. The primary formats of this record group are paper-based, such as press releases and memoranda, but there are also some photographs.

Arrangement

This collection is arranged into eight series and eight sub-series. Each series is organized chronologically.

Collection Inventory

Box 1

Series 1: Press Releases 1991-1994 (RG024.01)

The first series contains press releases from the years 1991 to 1994, with the bulk of the releases published in 1994. This series is arranged into four sub-series, each containing a grouping of releases by date. Most of these releases were created by Bill Craft or Laureen Greene in the Communications department, and they were submitted to Frank Doherty & Associates to be published to various news sources. Many of these press releases contain memoranda between Frank Doherty & Associates and BHCC noting when the article has been distributed. These press releases include information on college events, course offerings, administrative updates, and student activities and achievements. All materials are paper-based.

- Sub-series 1: September 1991 – October 1993 (024.01.01)
 - Folder 1: September 1991 – October 1993
- Sub-series 2: January 1994 – April 1994 (024.01.02)
 - Folder 1: January 1994 – April 1994
- Sub-series 3: May 1994 – July 1994 (024.01.03)
 - Folder 1: May 1994 – July 1994
- Sub-series 4: August 1994 – December 1994 (024.01.04)
 - August 1994 – December 1994

Box 2

Series 2: Press Releases 1995 (RG024.02)

The second series houses the press releases from 1995, and it is arranged into two sub-series for each half of the year. A majority of these releases were created by Laureen Greene and sent to Frank Doherty & Associates for distribution, and this process is documented through memoranda between the two parties and the releases themselves. These releases provide insight into college events, student life, administrative updates, and current courses. All materials are paper-based.

- Sub-series 1: January 1995 – June 1995 (024.02.01)
 - Folder 1: January 1995 – June 1995
- Sub-series 2: July 1995 – December 1995 (024.02.02)
 - July 1995 – December 1995

Series 3: Press Releases 1996 (RG024.03)

The third series contains press releases from 1996. These releases were largely created by Kathy Giordano from the Public Information Office. Many of the press releases were sent from Giordano to William Craft, the assistant to the president, for distribution. The topics of the releases includes events, visitors to the college, course and program updates, and student life. Most of the items are paper-based, but there are a few photographs supplementing releases.

- Folder 1: Press Releases 1996

The fourth series houses the press releases from 1997. Unlike the press releases from earlier years, many of these are not attached to memoranda. Kathy Giordano is still the primary creator. A large portion of these press releases describe the students involved in a play produced at BHCC titled “The Pink Panther Strikes Again” and the employees honored at the college’s employee recognition ceremony. Other topics include courses and events held at the college. All materials are paper-based.

- Folder 1: Press Releases 1997

Box 3

Series 5: Press Releases 1998 (RG024.05)

The fifth series contains press releases from 1998, and it is divided into two sub-series for each half of the year. However, there are no releases for October through December. Many of the press releases from this year were created by Kathy Giordano and then sent to multiple parties within the college before publication, including the president. Because of this, most of the formats are memoranda and press releases. However, there are a few photographs as well. Topics of the releases include new courses, special events, student productions and performances, and student achievements. There are many releases for students who won scholarships from the college.

- Sub-series 1: January 1998 – April 1998 (024.05.01)
 - Folder 1: January 1998 – April 1998
- Sub-series 2: May 1998 – September 1998 (024.05.02)
 - Folder 1: May 1998 – September 1998

Series 6: Press Releases 1999-2005 (RG024.06)

The sixth series houses press releases from the years 1999 to 2005, but a majority of them are from 1999. Starting in 1999, Skip Sesling was producing most of the press releases as the director of Public Information/Media Services. Many of the

1999 releases focus on students who participated in an internship program, the national grant awarded to BHCC, and a summer program students took part in. Other topics include the college environment post-September 11, 2001, student awards and achievements, new resources and appointments at the college, and events. Materials are largely paper-based in the form of memoranda and press releases, but there are also some photographs.

- Folder 1: Press Releases 1999-2005

Series 7: Undated Press Releases (RG024.07)

The seventh series contains all the undated press releases. Unlike the press releases from earlier years, most of the items in this series are not attached to a memo. However, a few were created by Laureen Greene, indicating that those ones are likely from 1991-1995. A large portion of the releases focus on awards given to students, faculty, and staff, but there is also news on faculty appointments, college courses and programs, and events. Most items are paper-based formats, but there are a few photographs as well.

- Folder 1: Undated Press Releases

Series 8: Press Release Binders (RG024.08)

The eighth series houses the four binders of press releases that date from 2001 to 2005. The primary contact/creator for the press releases varies by year: from 2001 to 2003, Donna Tambascio, the Director of Communications, is the main contact. For parts of 2003 and almost all of 2004, Bill Hart, Vice President of Communications, is the main point of contact. Diane Smith, the Director of the Library, also creates some releases in 2004. Topics of the press releases include events happening at the college, awards that students and faculty have won, new faculty appointments, and course/program updates. All items are paper-based formats.

- 024.08.B1: 2001
- 024.08.B2: 2002
- 024.08.B3: 2003

- 024.08.B4: 2004

Related Finding Aids

[RG003 – Divisions of Administration & Chief Financial Officer](#)