

## **A Guide to the Richmond College Records, 1963-1978**

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# *A Guide to the Richmond College Records, 1963-1978*

Archives & Special Collections  
College of Staten Island Library, CUNY  
2800 Victory Blvd., 1L-216  
Staten Island, NY 10314

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Edited by Connie Lee

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## **Overview of the Collection**

**Collection No. :** CM-2  
**Title:** Richmond College Records  
**Creator:** Richmond College  
**Dates:** 1963-1978  
**Extent:** Approximately 9 Linear Feet  
**Abstract:** Richmond College was founded in 1967 as an upper division college, and ultimately merged with Staten Island Community College (SICC) to form the College of Staten Island (CSI) in 1976. The records include publications, meeting minutes, photographs and correspondence, but coverage of official administrative records is weak.

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## **Administrative Information**

### **Preferred Citation**

The Richmond College Records, Archives & Special Collections, Department of the Library, College of Staten Island, CUNY, Staten Island, New York

### **Acquisition**

The papers are part of the college's institutional record.

### **Processing Information**

Collection processed by the staff of Archives & Special Collections.

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## **Restrictions**

### **Access**

Access to this record group may have some restrictions due to privacy concerns and applicable laws. Access to the records of the records of the Personnel & Budget Committee is restricted, as these records contain protected information.

### **Copyright Notice**

The researcher assumes full responsibility for compliance with laws of copyright. Requests for permission to publish material from this collection should be discussed with the Coordinator of Archives & Special Collections.

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## **Administrative History**

Richmond College was established in order to meet the growing need for tax-supported undergraduate education on Staten Island. By 1965, Staten Island Community College (SICC), which had been established in 1955, had an enrollment of 1000 full-time and 1074 part-time evening students. Students at SICC and other community colleges encountered difficulty in transferring to finish bachelor's degrees at four-year schools, as the schools had only a limited number of openings for junior transfer students. The Board of Higher Education opted to create a new college based upon the "upper division" concept rather than a new four-year college. Yet the Board somewhat undercut the institution's purpose by implementing a policy that allowed for any community college student who had successfully completed 60-64 credits to enter any senior college at approximately the same time the college opened on Staten Island. Richmond College, an upper division school with undergraduate programs for juniors and seniors as well as selected graduate programs, was established as a senior college in the CUNY system in 1965. The college held its first classes in 1967 in St. George, using the facilities left vacant by SICC upon its move to the new Sunnyside Campus.

The upper division college was a new concept in higher education at the time. Richmond College was the third upper division college in the country, and the first in an urban setting. The college was determined to be a pioneering institution in order to become a true "community of scholars and students."

As a new institution, Richmond College was in a unique position to recruit faculty and staff that were interested in creating a non-traditional upper division college. In his Dedication & Convocation Address, President Schueler noted that:

In our recruitment of faculty we were blessed with an embarrassment of riches – for about 80 available places in our first year, we received more than 4000 applications...we chose those who in our judgment were blessed with the best combination of qualities we were seeking for our faculty – scholarship, enthusiasm, a commitment to working intimately with students, and the will to venture.

The college believed in interdisciplinary studies and programs and attempted to recruit faculty with broad educational backgrounds that would lend themselves to interdisciplinary work. The initial recruitment process also resulted in a young faculty. In the fall of 1968, the average age of the faculty was 34. The college also had the highest percentage of faculty in the Assistant Professor rank in all of CUNY, at sixty percent, in the fall of 1969.

The college strove to create "modes of organization, curriculum, and student involvement that are untrammelled by tradition." Its organizational structure was a non-traditional one based upon divisions rather than departments. The college initially had four divisions - Humanities, Natural Sciences & Mathematics, Social Sciences, and Professional Studies - as opposed to academic departments. It was felt that this organizational structure would be more appropriate for experimental and interdisciplinary study programs.

The reality of experimental and innovative organizational structures and programs did create some measure of difficulties at Richmond College. A 1971 case study on educational experimentation at Richmond College noted that there appeared to be "cleavage between anti-reform academic traditionalists and the liberal majority of the faculty who agree that higher education must be reformed." This seemed true both within the college and in its relationship with the administration of CUNY. The college's organizational structure and philosophy also contributed to several problems. Divisions were not equally experimental in their approach to academic programs, governance policies and structures. In particular, the participation of junior faculty and students on standing committees and in recruitment differed between the divisions. The different cultures of the four divisions could cause communication problems and a lack of interdivisional cooperation. The organizational structure also fostered a reliance upon community decision-making and contributed to leadership vacuums, factionalism and strife when consensus could not be reached on issues related to college programs and its mission, governance and organizational structure. The relationship between the faculty and the administration also deteriorated in the final years of the institution over these issues.

But Richmond College had opened its doors with personnel that had a commitment to the college's mission. Despite difficulties and differences, it was able to implement some truly innovative and cutting-edge academic programs. The college attempted to develop programs that allowed for (and encouraged) student flexibility and choice while still allowing for solid training in a chosen major field. The college also felt it had to find "a way to educate students who were a new generation of college entrants and whose preparation was enormously different from the usual background of college-bound students in the U.S.A." Some of the college's experimental programs and policies, such as Integrated

Studies, had issues that could not be completely resolved within the short life span of the institution. The college's pass-fail grading system, while innovative at the time, was eventually changed to a letter grading system in 1975. On the other hand, Richmond College developed the first women's studies courses in CUNY, and in 1972 the college was one of only two schools on the East Coast that had a program leading to a degree in Women's Studies. The college was also willing to explore the creation of degree programs in new disciplines such as Computer Science, Puerto Rican-Latin American Studies, Afro-American Studies and Urban-Community Studies.

New York City's fiscal situation created a crisis throughout CUNY during the 1970's. As a result, SICC and Richmond College formed a federation in 1975 that was meant to allow for the survival of both colleges and the maintenance of their separate missions and programs. As SICC received funding from both the city and the state, it remained fiscally sound. Richmond College, which received only city funding, was ultimately targeted for elimination by CUNY in 1976. CUNY's proposal naturally encountered resistance on Staten Island, and the College of Staten Island was established in 1976 when the federation was discontinued in favor of a merger of the two institutions. President Birenbaum resigned from the presidency at SICC during the merger, and Richmond College President Edmond Volpe became the president of the new four-year college.

### **List of Presidents, 1966-1976**

May 1966-May 1973: Herbert Schueler

September 1973-June 1974: Saul Touster (Acting President)

July 1974 – August 31, 1976 Edmond L. Volpe

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## **Scope & Content Note**

The records of Richmond College are organized and arranged as a single record group. Although many collections of college archives are organized into distinct record groups based upon the office of origin of the records, the lack of Richmond College records is such that it was possible to arrange the records as a single record group. The lack of records has also resulted in the creation of many small subseries, as records related to a particular program or office may only consist of a few folders.

Coverage of administrative records is generally poor. The **Administrative Affairs** series includes some minutes for the Richmond College Assembly (1972-1974) and the interoffice correspondence files of the Office of Dean of Faculties. The Office of the President's correspondence file for the Office of Dean of Faculties has also survived, but only for 1971. As there are few official records for the Office of the President, any records related to the office, including remarks, reports and memoranda were gathered together and filed as records of the Office of the President. The **Administrative Affairs** series also includes

accreditation reports, case studies, evaluation reports, master plans, self-studies and enrollment statistics, but there are gaps in coverage for all of these records.

Coverage of official academic records and events is also poor, with a few exceptions. Existing records can be found in the **Academic Affairs** series. There is no existing run of records for any department or program. Any record, such as a self-study or publication, created by a particular department is filed as a department record. There is excellent coverage of college catalogs and commencement programs. There is also some coverage of newsletters, course schedules, directories, faculty handbooks and meeting minutes.

The coverage of student life is poor. Existing records can be found in the **Student Affairs** series. The collection contains an excellent set of student publications, but little else. There is no coverage of student organizations or the student government. There is one folder of fliers related to anti-war activities during 1969-1970, but no other coverage of student activities outside of the student publications. There are several photographs of students in the **Photographs** series. These photographs are generally dated but not identified and were probably meant for yearbooks or other college publications.

The **Alumni Affairs** series consists of only the first issue of the Alumni newsletter (1976). There is no other existing record of alumni affairs at the college.

The **Public Relations & Media** series contains one folder of media clippings and one general file of fliers, posters, and other materials that were used to publicize events.

The **Events** series contains limited information on only three college events – two drama productions and a conference on the economic future of Staten Island.

The **History** series contains records related to the founding of the college (c. 1963-1970) and its proposed elimination and ultimate merger with Staten Island Community College (1975-1976). These are general files, but there is good coverage of proposals to create a four-year tax supported college on Staten Island and of attempts to keep Richmond College open despite CUNY's proposal to eliminate it in 1976.

The **Buildings** series contains information about space use in the St. George buildings and on the planned development of a permanent campus in South Beach. There are floor plans and records of space use available for the St. George Campus. There are also architectural and space planning documents available for the proposed permanent campus at South Beach.

The **Photographs** series contains all photographs and contact sheets. It includes images of the campus and various images of campus life. Coverage as a whole is poor. There is no photographic coverage of any Richmond College event. The photographs of campus buildings are exclusively of the main building and the library. There are many photographs of students, faculty and staff engaging in academic activities, but most of these are only identified by date.

The collection includes a few items of realia including printing blocks of the college insignia and sketches of a graduation gown design. These can be found in the **Realia** series.

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## Arrangement

The Richmond College Records are divided into ten series and several subseries:

### ADMINISTRATIVE AFFAIRS

Administrative Units

Governance

Reports & Other Publications

### ACADEMIC AFFAIRS

Calendars

Departments & Programs

Events

Faculty & Staff

Institutes

Publications & Reports

### STUDENT AFFAIRS

Student Activities

Student Publications

Student Services & Publications

### ALUMNI AFFAIRS

### PUBLIC RELATIONS & MEDIA

### EVENTS

### HISTORY

Founding

Merger

### BUILDINGS

St. George

Permanent Campus

### PHOTOGRAPHS

Campus

Events

Staff & Student Life

### REALIA

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## Index Terms

*This collection is indexed under the following terms. Manuscript collections are not included in the College of Staten Island's library catalog at this time.*

### Subject Topics

Richmond College -- Archives

Universities and Colleges -- Staten Island (New York, N.Y.)

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## Series Descriptions & Container Listing

[The following box/folder inventory is in the form of a table. If you are visually impaired and using a pdf reader you may need assistance and should contact the Archives at 718-982-4128.]

### Series 1: Administrative Affairs, 1967-1976. Approximately 2.33 Linear Feet.

The Administrative Affairs files contain files related to administrative units and high-level reports and college publications.

#### Administrative Units, 1967-1976. Approximately 1.5 Linear Feet.

The Administrative Units subseries is divided alphabetically by the name of the administrative unit or office.

##### Administrative Staff Personnel Office, 1969-1971. 1 Folder.

This subseries consists of 1 folder of memoranda circulated to administrative staff by the Administrative Staff Personnel Office. It is possible that this file was created by the Office of the Dean of the Faculties, but it is not specifically identified as such.

Box#	Folder#	Title
1	1	Administrative Staff Personnel Office - Memoranda, 1968-1972

##### Office of the Dean of Faculties, 1966-1975. 1.25 Linear Feet.

This subseries consists of the Office of the Dean of Faculties' interoffice correspondence files. These are arranged alphabetically either by the topic or the corresponding office. The office kept its files in reverse-chronological order, with the exception of the files on Division of Social Science Governance, which are in chronological order. The arrangement follows this original order.

Additional interoffice correspondence between Office of the Dean of Faculties and President Schueler for 1971 is filed under the Office of the President subseries, as it appears that Schueler's office created the file.

Access to some materials in this subseries is restricted as the records contain protected information.

Box#	Folder#	Title
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1	2	Office of the Dean of Faculties - Interoffice Correspondence - Business Office, 1972-1973
1	3	Office of the Dean of Faculties - Interoffice Correspondence - Business Office, 1969-1971
1	4	Office of the Dean of Faculties - Interoffice Correspondence - Division of Humanities, 1972-1974
1	5	Office of the Dean of Faculties - Interoffice Correspondence - Division of Humanities, 1969-1971
1	6	Office of the Dean of Faculties - Interoffice Correspondence - Division of Professional Studies, 1968-1974
1	7	Office of the Dean of Faculties - Interoffice Correspondence - Pure & Applied Science, 1973-1975
1	8	Office of the Dean of Faculties - Interoffice Correspondence - Pure & Applied Science, 1968-1972
2	1	Office of the Dean of Faculties - Interoffice Correspondence - Division of Social Sciences, 1967-1974
2	2	Office of the Dean of Faculties - Interoffice Correspondence - Division of Social Sciences Governance, 1968-1972
2	3	Office of the Dean of Faculties - Interoffice Correspondence - Division of Social Sciences Governance, 1973-1974
2	4	Office of the Dean of Faculties - Interoffice Correspondence - Library 1969 - August 1971
2	5	Office of the Dean of Faculties - Interoffice Correspondence - Library September 1971 - 1973
2	6	Office of the Dean of Faculties - Interoffice Correspondence - President Schueler, 1972-1973
3	1	Office of the Dean of Faculties - Interoffice Correspondence - President Schueler, 1971
3	2	Office of the Dean of Faculties - Interoffice Correspondence - President Schueler, 1970
3	3	Office of the Dean of Faculties - Interoffice Correspondence - President Schueler, September 1968 - 1969
3	4	Office of the Dean of Faculties - Interoffice Correspondence - President Schueler, 1966 - August 1968

**Office of the President, 1967-1973. .33 Linear Foot & 1 Reel to Reel Tape.**

The college records do not include a full run of office records for the Office of the President. Therefore, this subseries contains anything that is related to the Office of the President and the activities of the College President. This includes memoranda, speeches, programs, reports and correspondence.

Records relating to President Schueler are first, followed by records relating to Acting President Touster and President Volpe.

The records are arranged chronologically except that general files are placed last.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
3	5	Office of the President (Schueler) - Dedication & Convocation of Richmond College, October 16, 1967

3	6	Office of the President (Schueler) - Inauguration, 1968-1969
3	7	Office of the President (Schueler) - Campus Master Plan Correspondence, 1968-1969
Oversized 1		Office of the President (Schueler) - Inauguration, May 9, 1969
4	1	Office of the President (Schueler) - Interoffice Correspondence - Office of the Dean of Faculties, 1971
4	1.1	Office of the President (Schueler) - Commencement Address, 1973
Oversized 2	1	Office of the President (Schueler) - General File, 1967-1974
4	2	Office of the President (Touster), 1973-1974
4	3	Office of the President (Touster) - Commencement, 1974
4	4	Office of the President (Volpe) - Correspondence, 1974
4	5	Office of the President (Volpe) - Correspondence, 1975
4	6	Office of the President (Volpe) - Memorandum on Academic Redevelopment, September 16, 1975
4	7	Office of the President (Volpe) - Correspondence, January-August 1976
4	8	Office of the President (Volpe) - Memoranda, January-August 1976
4	9	Office of the President (Volpe) - Commencement Address, 1976

**President's Cabinet, 1967-1968. 1 Folder.**

This subseries contains cabinet meeting minutes and materials for the 1967-1968 academic year, as well as a cumulative index.

Box#	Folder#	Title
4	9.1	President's Cabinet - Minutes, August 1967-May 1968

**Richmond College Assembly, 1972-1974. 3 Folders.**

This subseries contains the minutes for the Richmond College Assembly for October 1972 □ November 1974.

Box#	Folder#	Title
4A	.1	Richmond College Assembly - Minutes, October - December 1972
4A	.2	Richmond College Assembly - Minutes, 1973
4A	.3	Richmond College Assembly - Minutes, 1974

**Governance, 1971-1973. 3 Folders.**

This subseries includes meeting minutes of the Institute and a draft charter from 1971, and the first 11 pages from a different and apparently incomplete charter from c. 1972-1973. These were created in order to create permanent system of governance to replace the interim organization of the college.

Box#	Folder#	Title
4A	1	Governance, November - December 1971
4A	2	Governance - Division of Social Sciences, May 11, 1972
4A	3	Governance, c. 1972-1973

**Reports and Other Publications, 1967-1976. Approximately .75 Linear Foot.**

This subseries consists of several reports and evaluations related to Richmond

College. They are arranged alphabetically by type of report - Accreditation Reports, Case Studies, Evaluation Reports, Enrollment Statistics, Master Plans and Self Studies - and then chronologically.

Master Plans related strictly to the physical development of the campus can be found in the **Buildings** series.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
4A	4	Accreditation Reports - Middle States Association, 1970
4A	5	Case Study on Educational Innovation at Richmond College, 1971
4A	6	Enrollment Statistics, 1967
4A	7-8	Evaluation Reports, 1972-1973
4A	8.1	Evaluation Reports - Report on the Pilot Minimester Project, April 1973
4A	9	Master Plans - Preliminary Drafts, 1967 & 1968
5	1-2	Master Plan 1968-1972, February 1968
5	2.1	A Master Plan for Future Educational Needs, August 1968
Oversized 3	2	Master Plan - Educational & Space Program (Preliminary Report), December 1968
5	3	A Master Plan for Future Educational Needs (Draft), July 1969
5	4	Master Plan 1972-1976, December 1971
5	5	Master Plans - Collected Documents Towards an Academic Master Plan, 1973-1974
5	5.1	Academic Master Plan Task Force Reports, 1974
5	6	Self-Studies - Prolegomena to a Critical Self-Study, September 1972
5	7	Self-Studies - Assessment Report from the Title IX Committee, July 1, 1977

**Series 2: Academic Affairs, 1967-1976. Approximately 3 Linear Feet.**

This series includes records related to academic departments, programs, events, faculty and staff. It includes meeting minutes, memoranda and publications such as college catalogs, schedules and newsletters. It also includes programs from commencements and other academic events.

The series does not include full runs of the official records of departments or programs, as these do not exist in the Richmond College records. The series does contain full runs for commencement programs and college catalogs.

**Calendars, 1967-1968, Spring 1976. 2 Folders.**

College calendars are generally published in the college catalog. This subseries contains two calendars that are not available in the college catalogs, as the 1967-1968 catalog did not include the college calendar and there is no catalog available for the 1975-1976 academic year.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	1	College Calendar, 1967-1968
1	2	College Calendar, Spring 1976

**Departments & Programs, 1966, 1969-1976. Approximately .25 Linear Foot.**

This subseries contains materials that document specific academic departments, facilities or programs.

**Department of History, November 1974. 1 Item.**

This subseries consists of a self-study on the Masters in History program.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	3	Department of History - Self-Study of Masters' Program, November 1974

**Department of the Library, 1966, 1971-1976. 4 Folders & 1 Audiotape.**

This subseries contains the Library Bulletin from 1975-1976, one report, one meeting transcript and one audiotape from an event.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
Oversized 1		Department of the Library - Events, March 10, 1972
1	4	Department of the Library - Library Bulletin, 1975
1	5	Department of the Library - Library Bulletin, 1976
1	6	Department of the Library - Library Committee, c. 1971
1	7	Department of the Library - Reports, 1966

**Division of Humanities, 1972. 1 Folder.**

This subseries consists of "A Letter to the Faculty and Students in a Small Liberal Arts College, Occasions by the Proposal of an Additional Half-Time Appointment in American Studies." This is a 16-page memo by the Division Chairman that explores the idea of special institutes and programs within the structure of a small liberal arts college, specifically Richmond College, and ultimately argues against the appointment.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	7.1	Division of Humanities, June 1972

**Division of Pure & Applied Science, 1974. 1 Folder.**

This subseries consists of a portion of a questionnaire completed for the accreditation of the Engineering Sciences Program by the Engineering Council for Professional Development (ECPD).

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	8	Division of Pure & Applied Science, 1974

**Division of Social Sciences, 1969. 1 Folder.**

This subseries consists of memoranda regarding the requirements and instructions for students majoring in the Division of Social Sciences to request advanced standing.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	9	Division of Social Sciences, 1969

**Integrated Studies Program, 1971. 1 Folder.**

This subseries contains a guide to the course offerings of the Integrated Studies Program.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	9.1	The Counter-Logue: Integrated Studies Course Offerings, Fall 1971

**Media Services, c. 1970. 1 Folder.**

This subseries includes a guide and information on the services provided by Media Services.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	9.2	Media Services, 1970

**Richmond Scholars Program, 1973. 1 Folder.**

This subseries consists of a program proposal and a draft promotion flier.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	10	Richmond Scholars Program, 1973

**Workshop in School & Society, 1976. 1 Folder.**

This subseries consists of a memorandum and a proposal to reorganize and enlarge the Interdivisional Workshop in School & Society.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	10.1	Workshop in School & Society, 1976

**Continuing Education Program, 1973-1974. 1 Folder.**

This subseries consists of meeting minutes and tentative plans involving the Continuing Education program and possible collaboration with Staten Island Community College.

1	10.2	Continuing Education Program, 1973-1974
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**Events, 1969-1976. Approximately .33 Linear Foot.**

This subseries contains materials related to commencement. These materials generally consist of programs, although there are also invitations available for 1972, 1973, 1974 and 1976. Commencement addresses made by the presidents of the college are included in the Office of the President subseries of Series 1: Academic Affairs, if they are available.

The records related to commencement are in chronological order, except that one folder of invitation and platform lists is inclusive of several years. This folder has been placed last within the subseries.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	11	Commencement, 1969
1	12	Commencement, 1970
1	13	Commencement - Instructions, 1971
1	14	Commencement - Programs, 1971
1	15	Commencement - Invitations and Programs, 1972
Oversized 2	2	Commencement- Various, 1972
2	1	Commencement - Invitations & Programs, 1973
Oversized 2	3	Commencement - Newscippings, 1973
Oversized 2	4	Commencement - Various, 1973
2	2	Commencement - Awards, 1974
2	3	Commencement - Invitations & Programs, 1974
2	4	Commencement - Party, 1974
2	5	Commencement - Various, 1974
2	6	Commencement - Invitations & Programs, 1975
2	7	Commencement - Various, 1975

2	8	Commencement - Invitations & Programs, 1976
2	9	Commencement - Various, 1976
Oversized 2	5	Commencement - Invitation Lists, 1972-1974

**Faculty & Staff, 1967-1976. Approximately .75 Linear Foot.**

This subseries includes minutes, memoranda, publications and other materials related to the faculty and staff of the college.

**Minutes, 1967-1973. Approximately .5 Linear Foot.**

This subseries includes the minutes of the meetings of faculty and various committees.

**Faculty Meeting Minutes, 1967-1972. 3 Folders.**

This subseries consists of faculty meeting minutes for 1967-1972. The subseries also includes a folder that was originally entitled, "Pre-Faculty Meeting Minutes 1967." This may be material that was submitted to faculty for review prior to meetings, it does not include actual minutes.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
2	10	Pre-Faculty Meeting Minutes, 1967
2	11	Faculty Meeting Minutes, 1967-1969
2	12	Faculty Meeting Minutes, 1970-1971
2	13	Faculty Meeting Minutes, 1972
2	14	Appointment Guide 1967
2	15	Faculty Directory Aug. 15, 1967
2	16	Staff Directory may & Nov. 1969
2	17	Richmond College Directory 1971

**Committee Meeting Minutes, 1971-1973. Approximately .33 Linear Foot.**

This subseries consists of meeting minutes and materials for the Personnel & Budget Committee. Access to these records is restricted as they contain protected information.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
3	1	Personnel & Budget Committee - Meeting Materials, 1967
3	1.1	Personnel & Budget Committee - Minutes, 1971-1973
3	2	Personnel & Budget Committee - Vitae & Tenure Recommendations A-C, 1971-1973
3	3	Personnel & Budget Committee - Vitae & Tenure Recommendations E-M, 1971-1973
3	4	Personnel & Budget Committee - Vitae & Tenure Recommendations O-Z, 1971-1973

**College Publications & Communication, 1967-1975. Approximately 1.5 Linear Feet.**

This subseries includes faculty and staff publications and other records of communication.

**Publications, 1967-1975. Approximately 1.5 Linear Feet.**

The subseries is arranged in alphabetical order by record type - appointment guides, directories, handbooks, and newsletters - and then chronologically. The subseries consists of records that were probably created and published on a regular schedule or as serial publications.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
4	1	Richmond College Directory, 1971-1972
4	2	Richmond College Directory, 1973
4	3	Richmond College Directory, 1974
4	4	Richmond College Directory, 1975
4	5-6	Handbooks - Information for Faculty, 1969-1970
4	7	Newsletters, December 1967-May 1969
4	8	Newsletters, October 1969-1972
4	9	Newsletters, 1973-1975
4	9.1	Richmond Reporter 1972-1975

**Communications, 1967-1975. 3 Folders.**

This subseries consists one general file of correspondence and memoranda addressed to faculty and staff. There are also two files kept by Professor Sandi Cooper - one file of correspondence and one file on the Richmond College Chapter of the CUNY Women's Coalition. These records were not published as serial publications.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
4	10	Correspondence - Sandi Cooper, c. 1972-1975
4	10.1	CUNY Women&s Coalition - Sandi Cooper, c. 1970-1976
4	11	General Faculty & Staff Memoranda, 1967-1975

**Institutes, 1969. 1 Item.**

This subseries consists of one report, "The Vision for Our City: A Final Report of the Community Planning Institute of Richmond College."

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
4	12	Community Planning Institute - Report, c. 1969
5	1	Community Planning Institute - Report, c. 1969

**Academic Publications & Reports, 1967-1976. Approximately .33 Linear Foot.**

The subseries is arranged in alphabetical order by record type - catalogs, course brochures, program brochures, reports, and schedules. General academic publications are placed last and are arranged alphabetically by title.

Publications that are affiliated with specific departments and programs are filed under the Departments & Programs subseries in the **Academic Affairs** series. Faculty & Staff directories, handbooks and newsletters are filed under the Faculty & Staff - College Publications & Communication subseries in the **Academic Affairs** series.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
5		Catalogs (Research Copies), 1967-1975

6		Catalogs (Archival Copies), 1967-1975
7	1	Minilogs, 1973-1975
7	1.1	Summer Session Catalogs 1969, 1970, 1972
7	2	Course Brochures, 1972
7	3	Course Brochures, 1973-1974
7	4	Course Brochures, 1975
7	5	Course Brochures, Spring 1976
7	6	Program Brochures, n.d.
7	7	Reports - Richmond College Instructional Workload Forecast, November 25, 1974
7	8	Schedules, Fall 1969
7	9	Schedules, 1970
7	10	Schedules, 1971
7	11	Schedules, 1972
7	12	Schedules 1973
Oversized 2	6	Schedules 1974
Oversized 2	7	Schedules, Spring & Summer 1975
Oversized 3	2	Schedules, Fall 1975, Spring 1976 & Summer 1976
7	13	General Publications - About Richmond College, Spring 1972
7	14	General Publications - Drop In. Not Out., n.d.
7	15	Dean of Students Newsletters, 1968- 1977
8	1	Faculty Library and Instructional Facilities Committee, Minutes, Memos, 1968
8	2	Proposal from Checkpoint Systems to Richmond College Library, 1970
8	3	Faculty Library and Instructional Facilities Committee, Minutes, Memos, 1971
8	4	Faculty Library and Instructional Facilities Committee, Minutes, Memos, 1972
8	5	Faculty Library and Instructional Facilities Committee, Minutes, Memos, 1973
8	6	Faculty Library and Instructional Facilities Committee, Minutes, Memos, 1974
8	7	College-wide Curriculum and Instruction Committee, memos, minutes, proposals, reports, 1971, 1973, 1974, 1975, 1976

### **Series 3: Student Affairs, 1967-1976. 1.66 Linear Feet.**

This series includes records relating to student activities, student publications and publications of offices providing student services. There are no records for any student organization, including the student government. There is one folder of material related to anti-war activity during 1969-1970, but it is not related to any one organization. However, the coverage of student publications is extensive and includes yearbooks, newspapers and literary publications.

#### **Student Activities, 1969-1970. 1 Folder.**

This subseries contains one general folder of fliers and other handouts mainly related to activities against the war in South-East Asia and in reaction to incidents at Kent State University. Most of these appear to be from Richmond College, but a few may be from community groups.



Box#	Folder#	Title
Oversized 4	7	Various Strikes, Rallies & Workshops - Fliers, 1969-1970

**Student Publications, 1967-1976. Approximately 1.33 Linear Feet.**

This subseries includes student publications such as newspapers, literary publications and yearbooks. The publications are arranged alphabetically by the publication's title and then chronologically, with the exception of yearbooks, which are filed last. An additional copy of most yearbooks is shelved in the Archives & Special Collections Reading Room.

Where multiple copies of student publications that were printed as large newsprint sheets were available, some copies are boxed separately as an archival (preservation) copies and an additional copy is boxed as a research copy. If there is only one copy of a particular issue, it is boxed as an archival copy. Boxes housing archival copies are identified by an □ -A□ following the box number and boxes housing research copies are identified by an □ -R□ following the number. For example, Box 2-A houses archival copies, and 2-R houses research copies.

Box#	Folder#	Title
1	1	Abracadabra, c. 1968
1	2	Daily Strike Bulletin, May 6 - June 1, 1970
1	3	Designs, 1973
1	4	Dying Gardens, n.d.
1	5	Heatwave, Spring 1976
1	6	ID, October 1968
1	7	Les Nouveaux n.d.
1	8	Mindwarp, 1975
1	9	Para Linguistics, 1968
1	10	The Poetry Workshop, Fall 1971
1	11	Pravda, c. 1968
1	12	Richmond College Journal of the Social Sciences, 1968-1969
1	13	The Richmond Historian, Summer 1975
1	14	Richmond News - Journal of Opinion, February 10, 1969
1	15	Richmond Time, c. 1968
1	16	Richmond Times - Memorandum on 1st Issue, 1968
1	17	Richmond Times - Special Edition, 1970
1	18	Richmond Times - Editorial, c. 1970
1	19	Roundangle & Other Fantasies, c. 1971
1	20	Satori - Various Memoranda, 1967-1968
1	21	Satori, 1967-1968
1	22	Sparticles, n.d.
1	23	This Is Your Conscience: An "Unofficial" Student Guide to Richmond College, 1972
1	24	Trayas, n.d.
1	25	Untitled Publication, 1972
2-R	2	Black Thought, 1970
2-A	2	Black Thought, 1970

2-R	1	AWOL, c. 1970
2-A	1	AWOL, c. 1970
2-R	3	The Other Side, February 1970
2-A	3	The Other Side, February 1970
2-R	4	Richmond Times, 1968
2-A	4	Richmond Times, 1968
2-R	5	Richmond Times, 1969
2-A	5	Richmond Times, 1969
2-R	6	Richmond Times, 1970
2-A	6	Richmond Times, 1970
2-R	7	Richmond Times, 1971
2-A	7	Richmond Times, 1971
2-R	8	Richmond Times, 1972
2-A	8	Richmond Times, 1972
2-R	9	Richmond Times, 1973
3-A	1	Richmond Times, 1973
2-R	10	Richmond Times, 1974
3-A	2	Richmond Times, 1974
3-A	3	Richmond Times - The Women's Edition, April 2, 1974
2-R	11	Richmond Times - The Women's Edition, April 2, 1974
3-R	1	Richmond Times, 1975
3-A	4	Richmond Times, 1975
3-R	2	Richmond Times, 1976
3-A	5	Richmond Times, 1976
4	1-2	Yearbook - Reflections, 1968
4	3-4	Yearbook - Nepenthe, 1969
4	5	Yearbook Supplement, 1969
4	6-7	Yearbook, 1970
5	1	Yearbook, 1971
5	2	Yearbook - Booklet 1, 1971
5	3	Yearbook - Vinyl Cover, 1971
Oversized 3		Yearbook, 1972
Oversized 3		Yearbook, 1973
5	4	Yearbook, 1974

**Student Services & Publications, 1967-1976. Approximately .33 Linear Foot.**

This subseries contains materials related to non-academic student services and offices. It also contains materials published for students such as handbooks and guides.

**Student Services, 1973-1975. 2 Folders.**

This subseries contains two publications from the Office of Student Affairs.

Box#	Folder#	Title
6	1	Office of Student Affairs - Richmond College Inside & Out, 1973 & 1974

6	2	Office of Student Affairs - The Subject of this Booklet is...You!, November 1974
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**Publications, 1967-1976. Approximately .33 Linear Foot.**

This subseries contains three guides to community services and student handbooks.

Box#	Folder#	Title
6	3	Guides - What's What on Staten Island: Guide to Community Services, 1971
6	4	Guides - What's What on Staten Island: Guide to Community Services, 1974
6	5	Guides - General Guide to Community Health Services, n.d.
6	6	Student Handbook, 1968-1969
6	7	Student Handbook, 1969-1970
6	8	Student Handbook, 1970-1971
6	9	Student Handbook, 1971-1972
6	10	Student Handbook, 1975-1976
6	11	Collection of essays written by students active in Second Wave feminism, early 1970s

**Series 4: Alumni Affairs, 1976. 1 Folder.**

This series contains the first issue of the Richmond College Alumni Association Newsletter.

Box#	Folder#	Title
1	1	Alumni Association Newsletter, May 10, 1976

**Series 5: Public Relations & Media, c. 1966-1976. 2 Folders.**

This series contains one file of media clippings and articles and one general publicity file that includes several items used to publicize college events, services and programs.

Box#	Folder#	Title
1	1	Media Clippings & Articles, 1966-1969
Oversized 3	1	General Publicity, n.d.

**Series 6: Events, 1968, 1975. 2 Folders.**

This subseries contains materials related to the Conference to Explore the Economic Future of Staten Island: A Review of Past Proposals, Plans and Studies (1975) and two drama productions.

Photographs for events can be found in the **Photographs** series.

Box#	Folder#	Title
1	1	Conference to Explore the Economic Future of Staten Island: A Review of Past Proposals, Plans and Studies, 1975
1	2	Drama Programs, 1968, 1975

**Series 7: : History, 1964-1970, 1974-1976. .75 Linear Foot.**

This series contains materials related to the founding of Richmond College and its proposed elimination and ultimate merger with Staten Island Community College in 1976.

**Founding, 1964-1967, 1970, 1974-1975. .25 Linear Foot.**

This subseries consists mainly of files related to the founding of the college kept by Dean Peter Spiridon. Some of these appear to be background files and

correspondence related to two reports issued by the Board of Higher Education on the need for a four-year college on Staten Island. Spiridon prepared both of these reports, and they are included in this subseries. Dean Peter Spiridon's files have been kept in their original order, with their original titles. The two reports follow his files.

A general file on the college kept by Liz Seder has been placed last in the subseries. While the folder includes a few items from 1974-1975, the vast majority of the materials are related to the founding of the college.

Box#	Folder#	Title
1	1	Correspondence - Upper Division College, 1964-1965
1	2	References: Letters from C.C. H.S. Principal - News Art. Upper-Division College, 1964
1	4	Upper Level College, 1970
1	5	Upper Division College Miscellaneous, c. 1964-1966
1	3	Upper Division Newsclippings, 1965
2	1	A Report of the Committee of the Board of Higher Education to Determine the Possible Need for a Four-Year Tax-Supported College in the Borough of Richmond As a Unit of the City University, September 1964
2	2	A Recommendation on Implementation of the Board of Higher Education Resolution that the City of New York Establish a Four-Year College in the Borough of Richmond as a Unit of the City University of New York, June 1965
Oversized 2	8	Richmond College - Historical, 1963-1975

**Merger, 1975-1976. Approximately .5 Linear Foot.**

This subseries contains files related to the reconfiguration of the city university system during New York City's fiscal crisis. As CUNY initially targeted Richmond College for closure, the majority of the records are related to the protest of the proposed elimination of the college. There are also some records related to internal discussion of the college's direction and mission. There is also one folder on committee consideration of the possibility of a merger with Staten Island Community College.

This subseries is arranged alphabetically by topic.

Additional material related to the merger can be found with the Office of the President (Volpe) files in **Series 1: Administrative Affairs**.

Box#	Folder#	Title
2	3	Committees - Coordinating Activities Against Closure, 1976
2	4	Committees - Coordinating Merger Efforts, 1976
2	5	Letters of Support, 1976
2	6	Letter to the Staten Island Advance - Sandi Cooper, September 10, 1975
Oversized 4	2	Public Hearing, March 8, 1976
Oversized 4	3	Public Hearing - Speeches, March 8, 1976
Oversized 4	4	Rallies, 1976
2	7	WCBS-TV Editorial, 1976
Oversized 2	9	Petitions - Richmond College Rally Petitions, 1976

Oversized 4	1a	Petitions - Richmond College Rally Petitions, 1976
Oversized 4	1b	Petitions - Richmond College Rally Petitions, 1976
Oversized 4	5	Various Records, 1974-1976
Oversized 4	1.1	PSC CUNY Materials & Other Clippings, 1975-1976
2	4.1	Correspondence - Sandi Cooper, 1975, 1978

**Series 8: Buildings, 1965-1966, 1971-1975. .75 Linear Foot.**

This series contains items related to campus buildings, space, and planning for a permanent campus.

**St. George, 1971-1973. 1 Folder & 1 Item.**

There two items which relate to the use of space at St. George □ minutes of the Committee on Space Needs & Utilization (1973) and a booklet of floor plans (1971-1973).

Box#	Folder#	Title
1	1	Committee on Space Needs & Utilization - Minutes, 1973
2	1	Richmond College - Schematic Floor Plans, 1971-1973

**Permanent Campus, 1965-1966, 1971, 1975. Approximately .5 Linear Foot.**

There is one general file on site investigation (1965-1966) and several reports and plans for a permanent campus in South Beach.

Box#	Folder#	Title
Oversized 4	6	Permanent Site Investigation, 1965-1966
2		Richmond College Master Plan 1970-1975, 1971
2		Print of the Proposed Campus, c. 1971
1	2	Richmond College Educational Facilities Programs - Interim Report, February 3, 1975
1	3	Architect's Presentation 1975
3-4		Richmond College Educational Facilities Programs, May 1975

**Series 9: Photographs, 1967-1973, n.d. .33 Linear Foot.**

This series includes photographs and contact sheets related to the college. They include images of the campus, events and of college life.

**Campus, c. 1967-1972. 8 Folders.**

The campus photographs in this subseries are almost exclusively of the Library. There are a few photographs of the college sign and main entrance, but this probably also served as the library entrance. The photographs are not exclusively of the building; many interior photographs include students, staff and faculty.

Box#	Folder#	Title
1	1	Library - 28 Bay St. & Stuyvesant Pl., November 21, 1967
1	2	Library - 130 Stuyvesant Place 2nd Floor, December 26, 1967
1	3	Library & Lobby, November 1968
1	4	Library, August 4, 1969
1	5	Designation & Presentation Program, March 10, 1972
1	7	Library - Replacement of Broken Window, November 8, 1972
1	6	Library, March 1972
1	8	Main Entrance, n.d.

**Events, n.d. 1 Folder.**

The subseries contains one folder of photographs for a Staten Island Dinner given by Borough President Connor. There are people related to Richmond College in at least one of the photographs, but there is no identification of any one in the photographs.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	9	Staten Island Borough President's Dinner, n.d.

**Staff & Student Life, 1967-1973. 4 Folders.**

This subseries includes various photographs and contact sheets of photographs of students, faculty and staff. Most of the photographs were taken in classroom settings

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1	10	Various Academic Photographs, April 15, 1969
1	11	Photographs - Cover of "About Richmond College" Booklet, c. 1972
1	12	Various Academic Photographs, February 7, 1973
1	13	Photographs - Miscellaneous, 1967, 1970

**Series 10: Realia, 1971, n.d. 1 Folder ' 10 Items.**

This series includes one folder of "parody" items - a joke memo on the Integrated Studies Program and what appears to be a parody version of a school song. There are also 10 printing blocks in various sizes of the college insignia and color sketch design for graduation gowns.

<b>Box#</b>	<b>Folder#</b>	<b>Title</b>
1		Parodies, 1971, n.d.
2		Printing Blocks, n.d.
Oversized 3		Graduation Gown Sketches, n.d.