Delaware State University Archives and Special Collections
Office of Alumni Affairs
1898-2007, n.d.

Processed by:
Emily Cottle and Cale McCammon
April 2014
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Administrative Information

Abstract

Extent

Date Span
1898-2007, n.d.

Language
English

Access Restrictions
Selected items are closed to the public in accordance with the Family Educational Rights and Privacy Act (FERPA).

Provenance
Transferred by the Office of Alumni Affairs to University Archives and Special Collection
February 19, 2014; February 24, 2014; and March 13, 2014.

Biographical Sketch
The Office of Alumni Affairs was established in 1953 by Dr. Harriet Ruth William (1915-1999). A professor of chemistry, she served as part-time director until 1966. Also referred to as the Alumni Office. Later became known as the Office of Alumni Relations. See: “In Memoriam – Dr. Harriet Ruth Williams” in The Echo, Winter/Spring 1999.
The Alumni Association is an independent organization that was incorporated in 1967.

Chronology

Director of Alumni Affairs:
  Harriet R. Williams, 1953-1966
  Elizabeth C. Dix, ca. 1966
  Walter M. Knox, 1968-1969
  Thelma Blakey, 1978-1984
  Bobby C. Jones, 1985-1992
  Sandra E. Cannon, 1992-1994
  Lorene K. Robinson-Hill, 1995-2014
  Lisa Dunning, 2014-

Alumni Association President:
  Albert Scott, ??-1946
  Josiah .F. Henry, Jr., 1947-1954
  James C. Hardcastle, 1954-1959
  Harley F. Taylor, June, 1959-1964
  Felmon D. Motley, 1964-1967
  Paul Grinnage, 1967- 1970
  Robert A. Hunter, 1970- 1979
Constance M. Bessellieu, 1979-1983
Albert S. Weal, 1983-1985
Reginald Minus, 1986-
Paul M. N. Selby, 1987-1989
Philip G. Sadler, Jr., 1989-1991
George A. Meredith, Sr., 1993-1996
Albert S. Weal, Jr., 1996-1999
Esthelda R. Parker-Selby, 1999-2002
Luke Chappel, 2002-2005
Alfred Outlaw, 2005-2008
Deidre Y. Outley, 2008-
K. Bernard Chase, 2012-2014

1957: moved to the first floor of Memorial Hall
1960: moved to the first floor of Richard S. Grossley Hall
1984: moved from Delaware State College Science Center to the Thomasson Building

Scope and Content Note
Materials from the Office of Alumni Relations are broken down into the following series:

Alphabetical file, 1974-2003
  Receipt books, 1955-1984
  Reports, 1955-2000
Alumni directories, 1980-2004
Athletic council, 1975-1991
Class lists, 1898-1989
Class surveys, 1961-1975
Digital files, 2003-2007
Institutional management and planning program, 1978
Loockerman hall restoration, 1959-1977
Middle management, 1980-1992
Middle States accreditation, 1987-1991
Presidential scholarship ball, 1989-1994
Programs, 1942-2003
  Newsletters, 1968-2007
  The Echo, 1957-2014
Reports, 1973-2007
Student alumni association, 1985-1992
Collection Inventory
Location: Row 17 – Bay B – Shelf 2-5

Alphabetical file
Records produced and collected by the Office of Alumni Affairs sorted alphabetically by subject. Records include correspondence, programs, minutes, agenda, brochures, among others.

Box: Alumni Affairs 1

- Adopt-a-school program, 1990-1999
- Advisory council, 1985
- Athletics: Approaching Storm Classic, 1996
- Athletics: Alumni Stadium 1979-1980
- Athletics: Correspondence, 1974-1981
- Athletics: Football Classic committee, 1985-1986
- Athletics: Football Classic committee, 1989
- Bicentennial committee, 1975-1976
- Commencement committee, 1985-1998
- Delaware State Laboratory High School Book Fund, 2003
- Delmarva warehouse storage, 2000-2003
- Goals and objectives, 1981-1992
- Miss Alumni, 1960-1987
- Miss DSC/DSU, 1981-2003
- Mott Foundation, 1980
- National Black College Alumni Hall of Fame, 1986-2000

Box: Alumni Affairs 2

- Night at the Races, 1990-1991
- Outstanding alumni, 1999
- Parallel program, 1981
- Professional development fund, 1989
- Sports/Health and Wellness Center campaign, ca. 2002
- Student Government Association presidents lists, 1960-1998

Alumni Association
Records of the Alumni Association which include planning materials and reports concerning Alumni Day, employment surveys of alumni, executive committee minutes, and financial reports.

Alumni Day
Annual general meeting of the Alumni Association. Typically held in May on the Saturday preceding commencement. Alumni Day recognizes class anniversaries and awards donors. Materials include proposed budgets, information on dues, necrologies, reports of the Director of Alumni Affairs and Alumni Association officers, meeting notes, and other records concerning
the planning of Alumni Day. In general, the dates of arrangement correspond to the specific Alumni Day in question. Also included are programs of the events.

Box: Alumni Affairs 2

Alumni Day: May 31, 1969
Alumni Day: May 30, 1970
Alumni Day: May 29, 1971
Alumni Day: May 20, 1972 [2 folders]
Alumni Day: May 12, 1973 [2 folders]

Box: Alumni Affairs 3

Alumni Day: May 18, 1974
Alumni Day: May 17, 1975 [2 folders]
Alumni Day: May 15, 1976 [2 folders]
Alumni Day: May 21, 1977 [3 folders]

Box: Alumni Affairs 4

Alumni Day: May 20, 1978
Alumni Day: May 19, 1979
Alumni Day: May 24, 1980
Alumni Day: May 23, 1981
Alumni Day: May 22, 1982 [2 folders]
Alumni Day: May 20, 2000
Alumni Day: n.d.

Executive Committee
Minutes, constitutions, correspondence, and histories of the Executive Committee of the Alumni Association.

Box: Alumni Affairs 4

Awards guidelines, n.d.

Box: Alumni Affairs 5

Correspondence, 1997-1999
Histories, 1974-1980
Minutes, ca. 1940-1950
Minutes, 1951-1960
Minutes, 1961-1964
Minutes, 1965
Minutes, 1966
Receipt Books
Receipt books are arranged chronologically and listed by the titles handwritten on their spines. The books are arranged by the first date in any spans as some of the books contain overlapping time periods. Dues books contain receipts for members paying dues to the alumni association, often listing to which chapter a particular member belonged. Additional ledgers include lists of donors to scholarship funds or other campaigns, such as Alumni House fundraising.

Box: Alumni Affairs 18

Alumni dues in front, scholarship fund in back, May 1955-May 1960
Alumni dues, April 1960-May 1976
Alumni dues, May 1960-October 1964
Alumni dues, November 1964-June 1967
Alumni dues, June 1967-May 1970
Alumni dues, May 1970-April 1972
Temporary and odd receipts, May 25, 1970-September 24, 1984 [includes alumni dues]
Alumni dues, April 1972-October 1973
Alumni dues, October 1973-August 1975
Alumni dues, August 1975-April 1977
Alumni dues, April 1970-August 1977
Alumni dues, April 1977-February 1979
Alumni dues, November 17, 1981-October 1, 1982
Alumni dues, October 1, 1982-September 20, 1983

Reports
Reports concerning the Alumni Association. Includes financial reports and audits and highlight reports from the president. See also: Alumni Day.

Box: Alumni Affairs 6

Annual reports, 2000
Executive secretary’s reports, 1997
Financial reports, 1955-1969
Financial reports, 1970-1973
Financial reports, 1998-2000
President’s reports, 1997-2000
Trustee reports, 1998

Alumni directories

Box: Alumni Affairs 18

Delaware State College alumni directory, 1987-1988 [3 copies]
Delaware State College alumni directory, 1993 [3 copies]
Delaware State University alumni directory, 1999
Delaware State University alumni directory, 2004 [3 copies]

Athletic Council

Records of the Athletic Council on which Director Bobby C. Jones served. Includes minutes, agenda, and attached materials. Relates to the scheduling of athletic events, the planning of the Athletic Hall of Fame banquet, the appointment of coaches, and the academic standing of players. [RESTRICTED: FERPA – BOX 19]

Athletic Hall of Fame bylaws and procedures, 1975-1985
Minutes, 1982
Minutes, 1983
Minutes, 1984
Minutes, 1985
Minutes, 1986
Minutes, 1987
Minutes, 1988
Minutes, 1989
Minutes, 1991

Class lists

Lists of graduates of the college, high school, and junior and normal school compiled by the Office of Alumni Affairs. For the most part, dates of compilation are unknown. Years reflect the year of the graduating class. All non-specified folders relate to graduating classes of the college. Lists may include each student’s major, mailing information, and academic standing.

Box: Alumni Affairs 7

Alumni, 1898-1915
Alumni, 1898-1922
Alumni, 1898-1954
Alumni, 1898-1981
Alumni, 1901-1922
Alumni, 1903-1968
Alumni, 1915-1980
Alumni, 1918-1952
Alumni, 1927-1933
Alumni, 1930-1952
Alumni, 1934-1954
Alumni, 1934-1957
Alumni, n.d.
Alumni briefs, 1916-1970
Alumni with doctoral degrees, 1902-1977
Alumni with fifty years of service, 1901-1925
Alumni: High school, 1917-1952
Alumni: Junior and normal school, 1898-1956
Class of 1914
Class of 1934
Class of 1935
Class of 1939
Class of 1942
Class of 1944
Class of 1946
Class of 1947
Class of 1953
Class of 1954
Class of 1957
Class of 1961 [RESTRICTED: FERPA – BOX 19]
Class of 1962 [RESTRICTED: FERPA – BOX 19]
Class of 1963
Class of 1966 [RESTRICTED: FERPA – BOX 19]
Class of 1967
Class of 1968
Class of 1969
Class of 1970
Class of 1971
Class of 1972
Class of 1973

Box: Alumni Affairs 8

Class of 1974
Class of 1975
Class of 1976
Class of 1977
Class of 1978
Class of 1979
Class of 1980
Class of 1981
Class of 1989
Employment: Agriculture, 1935-1971
Majors: Biology, 1960-1971
Majors: Elementary education, 1966-1979
Majors: English, 1968-1970
Majors: Sociology, 1960-1971
Totals by county, n.d.
Totals by year, 1948-1970
Totals by year: High school, 1917-1952

Class surveys
Surveys of graduating classes. Years reflect the year of the graduating class. Surveys include information regarding class size, employment, and majors.

Box: Alumni Affairs 8

1980 employment survey, 1981
Class of 1961
Class of 1962
Class of 1963
Class of 1964
Class of 1965
Class of 1966
Class of 1967
Class of 1968
Class of 1969
Class of 1970
Class of 1971
Class of 1972
Class of 1973
Class of 1975

Council for National Alumni Associations
Records regarding the Council of National Alumni Associations collected and produced by the Office of Alumni Affairs. Records relate primarily to regional conferences and the annual national conference. Includes programs, directories of historically black institutions, correspondence, newsletters, and agendas. Arranged by year of the conference. Also known as Association for National Alumni Associations.

Box: Alumni Affairs 8

21st annual conference, 1967
29th annual conference, 1975
30th annual conference, 1976
31st annual conference, 1977
33rd annual conference, 1979
34th annual conference, 1980

Box: Alumni Affairs 9

35th annual conference, 1981
36th annual conference, 1982
37th annual conference, 1983
38th annual conference, 1984
44th annual conference, 1990
45th annual conference, 1991
50th annual conference, 1996
1st Region I conference, 1979 [2 folders]
2nd Region I conference, 1980
Activity summary, 1983-1984
Alumni director survey, 1990
Black college leadership summit V, 1995
Brochure, 1999
Certificates of membership, 1980-1989
Constitution, 1978-1980
Executive committee meeting agenda, 1979-1981
Letters, 1985-1997
Report from a joint conference of the Continuing Council of Minority Members of
Governing Boards and the Association of Alumni Associations, 1976

**Digital files**
Records of the Office of Alumni Affairs written to CDs. Includes back-up files of reports; *Echo*
materials; the website Alumni Association, minutes, and agenda; newsletters; correspondence;
and photos of alumni, staff, students, and events.

Box: Alumni Affairs 9

Backups, 2003-2007 [1 of 2]

Box: Alumni Affairs 10

Echo, 2003-2006
Photographs, 2004-2006

**Institutional Management and Planning Program**
Reports and manuals prepared by the Institutional Planning and Management Program of the
Institute for Services to Education as part of an orientation workshop on planning, management,
and evaluation, February 1978.

Box: Alumni Affairs 10
Developing the management information system plan, an assistance manual, 1978
Introduction to management by objectives, 1978
Management audit process, ca. 1978
MBO system development, ca. 1978

Loockerman Hall Restoration
Records of the steering and solicitation committees regarding the restoration of Loockerman Hall with which the Office of Alumni Affairs was involved. Includes financial reports, agenda, minutes, proposals, correspondence, donations, and historical information. Also includes a photocopy of the 1791 inventory of the Loockerman house.

Box: Alumni Affairs 10

- Gifts received, 1969-1980
- History and furnishings, 1791, 1971-1974
- Proposals and plans, 1970-1975
- Solicitation committee, 1970
- Steering committee, 1959-1977

Middle Management
Minutes and attached materials of the Middle Management meetings.

Box: Alumni Affairs 11

- Minutes, 1980-1984
- Minutes, 1985-1987
- Minutes, 1988
- Minutes, 1989-1990
- Minutes, 1991-1992

Middle States Accreditation
Records regarding the Office of Alumni Affairs’ involvement in the Middle States Association accreditation. Includes records produced by the steering committee and by the various workgroups involved in self-study reports. Primarily includes correspondence, agenda, and minutes. Arranged by the year of the anticipated evaluation around which the records were produced.

Box: Alumni Affairs 11


National Association for Equal Opportunity in Higher Education
Records relating to the National Association for Equal Opportunity in Higher Education (NAFEO) produced and collected by the Office of Alumni Affairs. Primarily concern the university’s nominations for the Distinguished Alumni awards given at the annual National Conference on Blacks in Higher Education. Dates of arrangement reflect the year of the
conference. Folders contain correspondence regarding nominations, profiles of alumni, profiles of historically black colleges and universities, lists of distinguished alumni, the NAFEO newsletter *Inroads*, as well as other records produced around the annual conference.

**Box: Alumni Affairs 11**

4th National Conference on Blacks in Higher Education, 1979

**Box: Alumni Affairs 12**

5th National Conference on Blacks in Higher Education, 1980
7th National Conference on Blacks in Higher Education, 1982
8th National Conference on Blacks in Higher Education, 1983
9th National Conference on Blacks in Higher Education, 1984
10th National Conference on Blacks in Higher Education, 1985
11th National Conference on Blacks in Higher Education, 1986
13th National Conference on Blacks in Higher Education, 1988
14th National Conference on Blacks in Higher Education, 1989

**Box: Alumni Affairs 13**

17th National Conference on Blacks in Higher Education, 1992
18th National Conference on Blacks in Higher Education, 1993
24th National Conference on Blacks in Higher Education, 1999
Distinguished alumni lists, 1980-1994
Distinguished alumni luncheon program, 2007
National Leadership Summit, 2005

**Presidential Scholarship Ball**
Records produced and collected by the Presidential Scholarship Ball Committee, on which Alumni Affairs directors and staff served. Committee files include meeting agenda and notes, correspondence, invitations, and financial reports.
Box: Alumni Affairs 14

Committee files, 1989-1990 [2 folders]
Committee files, 1991-1994

Programs
Programs of events presented by the Office of Alumni Affairs Alumni Association and its various chapters. Events include concerts, scholarship luncheons and balls, dinners, dances, and testimonial banquets.

Box: Alumni Affairs 14

Alumni legacy banquet and hall of fame induction, 1997
Alumni scholarship campaign kick-off reception, 2007
Alumni weekend, 1988
Chapter events, 1942-1992
Chapter events, 1998-2003
Concerts, 1958-1976
Miss Alumni coronation, 1967-1996
President’s luncheon for alumni and graduating seniors, 1961-1985

Publications

Newsletters
Box: Alumni Affairs 15

Alumni newsletter, 1968-1981
Alumni newsletter, 1982-1985
Keeping in touch, 1986-1989
Keeping in touch, 1990-1991
Alumni affairs alert, 1994-1995
Ring those bells, 2007

The Echo
Location: Row 17 – Bay C – Shelf 3 [oversized issues are shelved in a folder on Row 18 – Bay A – Shelf 1]

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**Reports**

Reports of the Director of the Office of Alumni Affairs. Does not include reports by officers of the Alumni Association. Reports by the director may also be found in the Alumni Association Alumni Day materials.

Box: Alumni Affairs 16

- Annual report, 1973-1974
- Annual report, 1977-1978
- Annual report, 1985-1986
- Annual report, 1986-1987
- Annual report, 1989-1990
Student Alumni Association

Organizational records of the Student Alumni Association arranged by year. Records include agenda, minutes, constitutions, bylaws, flyers, programs, and correspondence. Also includes materials relating to the Student Alumni Association/Student Foundation Network.

Box: Alumni Affairs 16
- Organizational records, 1985
- Organizational records, 1986
- Organizational records, 1987
- Organizational records, 1988

Box: Alumni Affairs 17
- Organizational records, 1989
- Organizational records, 1990
- Student Alumni Association/Student Foundation Network newsletters, 1986-1992

Student Ambassadors Association

Records relating to the Student Ambassadors Association. Records include meeting agenda, meeting notes, programs, conference materials, member interview sheets, among others.

Box: Alumni Affairs 17
- Annual recognition banquet programs, 1999-2003
- Application of interest, n.d.
- Campus Fund Raisers Final Exam Program, 1995-1996
- Career Planning and Placement Center careers expo, 2000
- Conferences, 1996-1999
- At a Glance, 1998
- Goals and objectives, 1993-1995
- Interview sheets, ca. 2003 [RESTRICTED: FERPA – BOX 19]
- Meeting agenda, 1996-1998
- Meeting agenda, 2001-2002
- Meeting agenda, 2002-2003
- Men and Women of DSU calendar, 2001-2002
- Nomination/profile form, n.d.
Organizational records 1988-1998
Organizational registration, 1990-1992

Restricted items
The following records are closed to the public in accordance with the Family Educational Rights and Privacy Act (FERPA).

Athletic Council
Records of the Athletic Council on which Director Bobby C. Jones served. Includes minutes, agenda, and attached materials. Relates to the scheduling of athletic events, the planning of the Athletic Hall of Fame banquet, the appointment of coaches, and the academic standing of players.

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  Athletic Hall of Fame bylaws and procedures, 1975-1985
  Minutes, 1982
  Minutes, 1983
  Minutes, 1984
  Minutes, 1985
  Minutes, 1986
  Minutes, 1987
  Minutes, 1988
  Minutes, 1989
  Minutes, 1991

Class lists
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  Class of 1961
  Class of 1962
  Class of 1966

Student Ambassadors Association
Box: Alumni Affairs 20

  Interview sheets, ca. 2003