**Record Group VII, Marketing & Development**

This is a large record group, containing material pertaining to grants (guidelines, applications, contracts), and also to public relations (press releases, clippings). The current (2012) name for this office is Marketing, Development, & Community Relations. The pieces of this office have been moved around in the College’s organization several times, but this grouping reflects both the current structure and the structure for much of the 1990s. The record group is useful for understanding the rationale behind many programs (described in grant applications), and for tracking the many events and activities on the campus (in press releases and clippings).

**Record Group VII (Marketing & Development), Series I (Grants)**

Grant folders often contain correspondence, planning notes, instructions, drafts, award notifications, and reports, along with the applications. The applications generally include a description of the college, explanations of the planned program and who it serves, and statistical information and budgets.

The original order of this series (which was often by year first, and grant second) was lost, and what was left contained both redundant and misplaced folders. Another issue stems from the original naming of folders using different systems; some used the granting institution (e.g., U.S. Department of Education), others used the grant program or law (e.g., Title III, TRIO), and still others used the name of the college’s project (“Weekend College,” “Literacy Works”). It is advisable for researchers to know multiple access points in order to find particular grants.

Useful Abbreviations:

ABE *adult basic education*

FIPSE *fund for the improvement of post-secondary education*

HEAT *higher education and applied technology*

JTPA *job training partnership act*

LEAP *labor education achievement program*

MdSDE *Maryland state department of education*

SRPIC *Susquehanna region private industry council*

TRP *technology reinvestment project*

USDE *united states department of education*

ACCESS *access to educational support services*

ACE *achieving competencies for employment*

ARPA *advanced research projects agency*

BASE *bay area science enhancement*

DCTE *dept / division career technical education*

DoD *department of defense*

DVTE *dept / division vocational technical education*

EPA *environmental protection agency*

**Box 35 (1)**

7.1o Folder 1 Grants – General Information – Funding Sources, A-E

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7.1o Folder 3 Grants – Math / Sci / Tech – Calls for Applications / Proposals

7.1o Folder 4 Grants – Math / Sci / Tech – Guides/Manuals – DoD / ARPA / TRP

7.1o Folder 5 Grants – Math / Sci / Tech – Guides/Manuals – EPA

7.1o Folder 6 Grants – Math / Sci / Tech – Guides/Manuals – Math & Science

7.1o Folder 7 Grants – Math / Sci / Tech – Guides/Manuals – USDE, MdSDE

**Box 36 (2)**

7.1 *a*: *General Information*

7.1a Folder 1 Grants – General Information – HCC Guidelines

7.1a Folder 2 Grants – General Information – Award Notices

7.1a Folder 3 Grants – General Information – 1976-1978 Projects

7.1a Folder 4 Grants – General Information –Grants Requested, Awarded, 1988-1995

7.1 *b*: *Math / Sci / Tech*

7.1b Folder 1 Grants – Math / Sci / Tech – ARPA Technology Reinvestment Project – Institute for Environmental Education

7.1b Folder 2 Grants – Math / Sci / Tech – Challenge Grants – HEAT Weekend College

7.1b Folder 3 Grants – Math / Sci / Tech – Challenge Grants – HEAT Distance Learning

7.1b Folder 4 Grants – Math / Sci / Tech – Challenge Grants – Prog. Logic ContTraining

7.1b Folder 5 Grants – Math / Sci / Tech – Challenge Grants – CAD Program

7.1b Folder 6 Grants – Math / Sci / Tech – Eisenhower Math & Science – FY91

7.1b Folder 7 Grants – Math / Sci / Tech – Eisenhower Math & Science – FY93

7.1b Folder 8 Grants – Math / Sci / Tech – Eisenhower Math & Science – FY93, science

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7.1b Folder 11 Grants – Math / Sci / Tech – Eisenhower Math & Science – FY95, BASE (Bay Area Science Enhancement) I

7.1b Folder 12 Grants – Math / Sci / Tech – Eisenhower Math & Science – FY95, BASE (Bay Area Science Enhancement) II

7.1b Folder 13 Grants – Math / Sci / Tech – Eisenhower Math & Science – FY96, BASE (Bay Area Science Enhancement)

7.1b Folder 14 Grants – Math / Sci / Tech – EPA – Institute for Environmental Education

7.1b Folder 15 Grants – Math / Sci / Tech – Submerged Aquatic Vegetation Study, 1991

7.1b Folder 16 Grants – Math / Sci / Tech – NSF – Teacher Prep & Enhancement, 1991

7.1b Folder 17 Grants – Math / Sci / Tech – NSF – Suranet, 1994-1996

7.1b Folder 18 Grants – Consortium of Teacher Enhancement Partnerships (COSTEP)

7.1b Folder 19 Grants – FIPSE (Fund for Improvement of Postsecondary Ed.), 92-95

7.1b Folder 20 Grants – Math / Sci / Tech – Library Tech, 1991-1992

7.1b Folder 21 Grants – Math / Sci / Tech – Joint Library Facility Study, 1993-1994

7.1b Folder 22 Grants – Math / Sci / Tech – Information Literacy Center, 1994

**Box 37 (3)**

7.1 *c*: *Adult Basic Education (ABE)*

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7.1 *d*: *FACETS*

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7.1d Folder 2 Grants – FACETS Program, 1990

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7.1e Folder 2 Grants – Literacy – Workplace Literacy / LEAP, 1990-1993

7.1e Folder 3 Grants – Literacy – “People Who Read Achieve,” 1991-1993

7.1e Folder 4 Grants – Literacy – Literacy Works, 1990-1996 1

7.1e Folder 5 Grants – Literacy – Literacy Works, 1990-1996 2

7.1e Folder 6 Grants – Literacy – Literacy Works – Junior League of Baltimore, 1994

7.1 *f*: *Senior Satellite College*

7.1f Folder 1 Grants – Senior Satellite College, 1990-1991

7.1 *g*: *Tech Prep*

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7.1 *h*: *Title III*

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7.1h Folder 3 Grants – Title III – Award Notification, 1989

7.1h Folder 4 Grants – Title III – Application, 1991

7.1h Folder 5 Grants – Title III – Application, 1992

7.1h Folder 6 Grants – Title III – CAD Project, 1991

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7.1h Folder 9 Grants – Title III – Comments / Reviews

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7.1 *i*: *TRIO*

7.1i Folder 1 Grants – TRIO – Guidelines / Manuals

7.1i Folder 2 Grants – TRIO – ACCESS Program, 1990-1993

7.1i Folder 3 Grants – TRIO – ACCESS Program, 1994-1996

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7.1 *j*: *DVTE / DCTE*

7.1j Folder 1 Grants – DVTE / DCTE – Guidelines

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7.1j Folder 3 Grants – DVTE / DCTE – Proposals

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7.1j Folder 6 Grants – DVTE / DCTE – Single Parents / Homemakers, 1990-1994

7.1j Folder 7 Grants – DVTE / DCTE – Correspondence & Attached Reports

7.1j Folder 8 Grants – DVTE / DCTE – Reports

7.1j Folder 9 Grants – DVTE / DCTE – Local Application

7.1j Folder 10 Grants – DVTE / DCTE – Sex Equity Expert Team, 1994

7.1j Folder 11 Grants – DVTE / DCTE – Special Projects – Family Resource Ctr

7.1j Folder 12 Grants – DVTE / DCTE – Upgrade Training, Computer Operations

7.1 *k*: *SRPIC*

7.1k Folder 1 Grants – SRPIC – JTPA – Achieving Competencies for Employment (ACE)

7.1k Folder 2 Grants – SRPIC – JTPA – Achieving Competencies for Employment (ACE)

7.1k Folder 3 Grants – SRPIC – JTPA – Customer Service Representative, 1992-1995

7.1k Folder 4 Grants – SRPIC – JTPA – Dental Office Skills

7.1k Folder 5 Grants – SRPIC – JTPA – Education Career Training

7.1k Folder 6 Grants – SRPIC – JTPA – Individual Referral

7.1k Folder 7 Grants – SRPIC – JTPA – Medical Office Skills, 1992-1995

7.1k Folder 8 Grants – SRPIC – JTPA – Office / Business Skills, 1992-1995 1

7.1k Folder 9 Grants – SRPIC – JTPA – Office / Business Skills, 1992-1995 2

7.1k Folder 10 Grants – SRPIC – JTPA – Training Agreements, 1991

7.1k Folder 11 Grants – SRPIC – JTPA – Vocational Foundations Training 1

7.1k Folder 12 Grants – SRPIC – JTPA – Vocational Foundations Training 2

**Box 39 (5)**

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7.1l Folder 4 Grants – Guides/Manuals, Humanities

7.1l Folder 5 Grants – Humanities Conference, 1989

7.1l Folder 6 Grants – Phoenix Festival Theater (PFT), FY 84, 1990-1992

7.1l Folder 7 Grants – Phoenix II, 1990-1992

7.1l Folder 8 Grants – Special Events, FY 91 – FY 93

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7.1 *m*: *Miscellaneous Grants*

7.1m Folder 1 Grants – Misc – Filing Codes

7.1m Folder 2 Grants – Misc – AACC – Foreign Language, 1993

7.1m Folder 3 Grants – Misc – AACJC / Beacon College

7.1m Folder 4 Grants – Misc – AACJC / NOD

7.1m Folder 5 Grants – Misc – Apprenticeship & Training, 1992-3

7.1m Folder 6 Grants – Misc – Bell Atlantic – Distance Learning

7.1m Folder 7 Grants – Misc – BGE, 1995

7.1m Folder 8 Grants – Misc – Cecil Harford Elementary School Science Enh.

7.1m Folder 9 Grants – Misc – Chemical Industry for Minorities in Engineering

7.1m Folder 10 Grants – Misc – Clorox Foundation

7.1m Folder 11 Grants – Misc – Deafness Study, 1994

7.1m Folder 12 Grants – Misc – Dole Foundation – Empl for People w/ Disability

7.1m Folder 13 Grants – Misc – Environmental & Safety Training Institute

7.1m Folder 14 Grants – Misc – Helen Fuld Health Trust

7.1m Folder 15 Grants – Misc – Future Teacher Clubs

7.1m Folder 16 Grants – Misc – Head Start

7.1m Folder 17 Grants – Misc – Maryland Apprenticeship Instruction

7.1m Folder 18 Grants – Misc – Maryland Resource Ctr for Assessment (MRCA)

7.1m Folder 19 Grants – Misc – Maryland Humanities Council – Ethnicity in

American Society

7.1m Folder 20 Grants – Misc – Maryland Childcare Resource Network – AA

7.1m Folder 21 Grants – Misc – MD Dept. of Human Resources – Child Care

7.1m Folder 22 Grants – Misc – MD Historical Trust

7.1m Folder 23 Grants – Misc – Philip Morris – Strengthening the Bridge Prog.

7.1m Folder 24 Grants – Misc – PC ALEX

7.1m Folder 25 Grants – Misc – Prog. To Attract Gifted & Talented Juniors

7.1m Folder 26 Grants – Misc – Veterans Educational Outreach Program

**Record Group V (Marketing & Development), Series II (Public Relations)**

Text

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7.2 0 Folder 1 PR – Special Events – 1985-1987

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7.2 0 Folder 3 PR – Special Events – Concerts, Spr ’85-Fall ‘87

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7.2 0 Folder 5 PR – Special Events – Poetry & Lectures, 1985-1987

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7.2 0 Folder 9 PR – Special Events – Festival of Nations, 1983-1987

7.2 0 Folder 10 PR – Special Events – Harford Dance Theatre, 1987

7.2 0 Folder 11 PR – Special Events – “Money Matters” Television Program

7.2 0 Folder 12 PR – Special Events – College Activities Programming Board

(CAPB) 1985-1987

**Box 40 (6)**

7.2 *a*: *Press Releases*

7.2a Folder 1 [empty]

7.2a Folder 2 PR – Press Releases, Jan-Jun, 1987 1

7.2a Folder 3 PR – Press Releases, Jan-Jun, 1987 2

7.2a Folder 4 PR – Press Releases, Jul-Dec, 1987 1

7.2a Folder 5 PR – Press Releases, Jul-Dec, 1987 2

7.2a Folder 6 PR – Press Releases, Jan-Feb, 1988

7.2a Folder 7 PR – Press Releases, Mar-May, 1988

7.2a Folder 8 PR – Press Releases, Jun-Aug, 1988

7.2a Folder 9 PR – Press Releases, Sep-Dec, 1988

7.2a Folder 10 PR – Press Releases, Jan-Mar, 1991

7.2a Folder 11 PR – Press Releases, Apr-Jun, 1991

7.2a Folder 12 PR – Press Releases, Jul-Sep, 1991

7.2a Folder 13 PR – Press Releases, Oct-Dec, 1991

7.2a Folder 14 PR – Press Releases, Jan-Feb, 1992

7.2a Folder 15 PR – Press Releases, Mar-May, 1992

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7.2a Folder 16 PR – Press Releases, Jun-Sep, 1992

7.2a Folder 17 PR – Press Releases, Sep-Dec, 1992

7.2a Folder 18 PR – Press Releases, Jan-Feb, 1993

7.2a Folder 19 PR – Press Releases, Mar-May, 1993

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7.2a Folder 21 PR – Press Releases, Sep-Dec, 1993

7.2a Folder 22 PR – Press Releases, Jan-Mar, 1994

7.2a Folder 23 PR – Press Releases, Apr-Jun, 1994

7.2a Folder 24 PR – Press Releases, Jul-Sep, 1994

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7.2a Folder 26 PR – Press Releases, Jan-Mar, 1995

7.2a Folder 27 PR – Press Releases, Apr-Jun, 1995

7.2a Folder 28 PR – Press Releases, Oct-Dec, 1995

7.2a Folder 29 PR – Press Releases, Jul-Sep, 1995

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7.2a Folder 30 PR – Press Releases, Jan-Mar, 1996

7.2a Folder 31 PR – Press Releases, Apr-Aug, 1996

7.2a Folder 32 PR – Press Releases, Sep-Dec, 1996

7.2a Folder 33 PR – Press Releases, Jan-Jun, 1997

7.2a Folder 34 PR – Press Releases, July-Dec, 1997

7.2a Folder 35 PR – Press Releases, Jan-Jun, 1998

7.2a Folder 36 PR – Press Releases, July 1998 – June 1999

7.2a Folder 37 PR – Press Releases, July 1999 – March 2000

7.2a Folder 38 PR – Press Releases, Apr-Oct, 2000

7.2a Folder 39 PR – Press Releases, Nov 2000 – March 2001

7.2a Folder 40 PR – Press Releases, Apr-Sep, 2001

7.2a Folder 41 PR – Press Releases, Oct 2001 – Feb 2002

7.2a Folder 42 PR – Press Releases, Mar-June, 2002

7.2a Folder 43 PR – Press Releases, Jul-Oct, 2002

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7.2a Folder 44 PR – Press Releases, Nov 2002 – Apr 2003

7.2a Folder 45 PR – Press Releases, May-Sep 2003

7.2a Folder 46 PR – Press Releases, Oct 2003 – Feb 2004

7.2a Folder 47 PR – Press Releases, Mar-Jun 2004

7.2 *b*: *Public Service Announcements*

7.2b Folder 1 PR – PSAs, 1987-1988

7.2b Folder 2 PR – PSAs, 1988-1989

7.2b Folder 3 PR – PSAs, 1989-1990

7.2b Folder 4 PR – PSAs, 1990-1991

7.2b Folder 5 PR – PSAs, 1991-1992

7.2b Folder 6 PR – PSAs, 1992-1993

7.2*c*: *Photo Releases*

7.2c Folder 0 PR – Photocopied Pictures and Captions, 1987-1988

7.2c Folder 1 PR – Photo Releases, 1987-1988

7.2c Folder 2 PR – Photo Releases, Jul-Dec, 1989

7.2c Folder 3 PR – Photo Releases, Jan-Jun, 1990

7.2c Folder 4 PR – Photo Releases, July 1990 – June 1991

7.2c Folder 7 PR – Photo Releases, Jul-Dec, 1992

7.2c Folder 6 PR – Photo Releases, 7/93-6/94

7.2c Folder 7 PR – Photo Releases, 7/94-6/95

7.2c Folder 8 PR – Photo Releases, 7/95-6/96

7.2c Folder 9 PR – Photo Releases, 7/96-6/97

7.2c Folder 10 PR – Photo Releases, 1998, 1999

7.2c Folder 11 PR – Photo Releases, 2000, 2001

**Box 44 (10)**

7.2d: *Clippings*

1988-1995 (first box)

**Box 45 (11)**

1996-2001 (second box)

**Record Group V (Marketing & Development), Series III (Correspondence)**

7.3 Community Relations – Correspondence

7.3 Folder 1 Community Relations – Correspondence, July ’86-Oct ‘86

7.3 Folder 2 Community Relations – Correspondence, Nov ’86-June ‘87

**Record Group V (Marketing & Development), Series IV (Other Publications)**

7.4 Folder 1 Other Publications