

Box List (revised 3-23-2012)

Box 1 – Maine School of Practical Nursing

Maine School of Practical Nursing (MSPN) – Certificates of Accreditation, 1958-1963, 1970, 1975, and 1979

B 1 F 1

MSPN – Report of Survey of MSPN by NAPNE (16 January 1958)

B 1 F 2

MSPN - Report of Survey of MSPN by NAPNE (20 October 1961)

B 1 F 3

MSPN – Proposal for a Professional Evaluation...

B 1 F 4

MSPN – Study of the Feasibility of Merging...

B 1 F 5

MSPN – Study of Potential use of Gilman St. School

B 1 F 6

(Project Proposals

B 1 F 7)

MSPN – Graduation Photos 1958 - 1960

B 1 F 8

MSPN – Graduation Photos 1961 - 1962

B 1 F 9

MSPN – Graduation Photos 1963 - 1965

B 1 F 10

MSPN – Graduation Photos 1966 - 1976

B 1 F 11

MSPN – Graduation Photos 1977 - 1984

B 1 F 12

MSPN – Graduation Photos Undated A
B 1 F 13

MSPN – Graduation Photos Undated B
B 1 F 14

MSPN – Graduation Photos Undated C
B 1 F 15

MSPN – Graduation Photos Undated D
B 1 F 16

KVTC-KVVTI/KVTC Photos 1985 –
B 1 F 17

MSPN – History of MSPN
B 1 F 18

Nursing Programs Affiliation with MMMC
B 1 F 19

MSPN – Articles
B 1 F 20

MSPN – Students
B 1 F 21

MSPN - Faculty/Staff
B 1 F 22

MSPN - Campus
B 1 F 23

MSPN – Programs and Courses
B 1 F 24

MSPN – Administrative (Including Policy, Procedure, and Financial)
B 1 F 25

Box 2A - Correspondences

Correspondence – 1972
B 2A F 1

Correspondence – 1973
B 2A F 2

Correspondence – 1974
B 2A F 3

Correspondence – 1975
B 2A F 4

Correspondence – 1976
B 2A F 5

Correspondence – 1977
B 2A F 6

Correspondence – 1978
B 2A F 7

Correspondence – 1979
B 2A F 8

Correspondence – 1980
B 2A F 9

Correspondence – 1981
B 2A F 10

Box 2B - Correspondences

Correspondence – 1982A
B 2B F 1

Correspondence – 1982B
B 2B F 2

Correspondence – 1983
B 2B F 3

Correspondence – 1984
B 2B F 4

Correspondence – 1985
B 2B F 5

Correspondence – 1986
B 2 F 6

Correspondence – 1987
B 2B F 7

Correspondence – 1988
B 2B F 8

Correspondence – 1989
B 2B F 9

Correspondence – 1990
B 2B F 10

Correspondence – 1991
B 2B F 11

Correspondence – Undated
B 2B F 12

Correspondence – 1992
B 2B F 13

Box 3A – Publications

Policy Manual
B 3A F 1, Shelf

Strategic Plans
B 3A F 2

Faculty Handbooks
B 3A F 3, Shelf

Student Handbooks
Box 3A F 4, Shelf

Program Handbooks, A-H
Box 3A F 5, Shelf

Program Handbooks, I-P
Box 3A F 6, Shelf

Program Handbooks, Q-Z
Box 3A F 7, Shelf

Student Codes of Conduct
Box 3A F 8

Alcohol and Drugs
Box 3A F 9

Comprehensive Master Plan
Box 3A F 10

Progress Reports (Pre-Accreditation)
Box 3A F 11

Box 3B – Publications

Year Books
Cabinet, Shelf 1

Commencement Programs
Cabinet, Shelf 1

Catalogs
Box 3B F 1, Shelf

Full Course Schedule
B 3B F 2

Continuing Education Full Course Schedule
B 3B F 3

Calendars
B 3B F 4

Newsletters, A-H
B 3B F 5

Newsletters, I-P
B 3B F 6

Newsletters, Q-Z
B 3B F 7

Brochures and Pamphlets (Institution)

B 3B F 8

View Books

B 3B F 9

Kennebec Valley Technical College Cookbook

B 3B F 10

Posters

B 3B F 11

Profiles

B 3B F 12

Press Releases 1970-1989

B 3B F 13a

Press Releases 1990-1999

B 3B F 13b

Press Releases 2000-2009

B 3B F 13c

Press Releases 2010-2019

B 3B F 13d

Student Publications (Monographic)

B 3B F 14

Box 4A - Accreditation (Institution)

Applications (NEASC)

B 4A F 1

Standards of Membership (NEASC)

B 4A F 2

Visiting Teams (NEASC) 1970-1980

B 4A F 3a

Visiting Teams (NEASC) 1981-1985

B 4A F 3b

Visiting Teams (NEASC) 1986-1990
B 4A F 3c

Visiting Teams (NEASC) 1991-1995
B 4A F 3d

Visiting Teams (NEASC) 1996-2000
B 4A F 3e

Visiting Teams (NEASC) 2001-2005
B 4A F 3f

Visiting Teams (NEASC) 2006-2010
B 4A F 3g

Annual Report Forms 1970-1980
B 4A F 4a

Annual Report Forms 1981-1990
B 4A F 4b

NEASC Newsletters 1970-1980
B 4A F 5a

NEASC Newsletters 1981-1985
B 4A F 5b

Progress Reports (Drafts & Unpublished) 1970-1980
B 4A F 6a

Progress Reports (Drafts & Unpublished) 1981-1985
B 4A F 6b

Progress Reports (Drafts & Unpublished) 1986-1990
B 4A F 6c

Accreditation 1970-1975
B 4A F 7

Accreditation 1976-1980
B 4A F 8

Accreditation 1981-1985
B 4A F 9

Accreditation 1986-1990
B 4A F 10

Accreditation 1991-1995
B 4A F 11

Accreditation 1996-2000
B 4A F 12

Accreditation 2001-2005
B 4A F 13

Accreditation 2006-2010
B 4A F 14

Accreditation 2011-2015
B 4A F 15

Box 4B - Accreditation (Institution) - Studies

Study and Self-Study 1970-1975
B 4B F 1

Study and Self-Study 1976-1980
B 4B F 2

Study and Self-Study 1981-1985
B 4B F 3

Study and Self-Study 1986-1990
B 4B F 4

Study and Self-Study 1991-1995
B 4B F 5

Study and Self-Study 1996-2000
B 4B F 6

Study and Self-Study 2001-2005
B 4B F 7

Study and Self-Study 2006-2010
B 4B F 8

Box 4C - Accreditation (Institution) – Progress Reports

Progress Reports 1970-1979

B 4C F 1

Progress Reports 1980-1989

B 4C F 2

Progress Reports 1990-1999

B 4C F 3

Progress Reports 2000-2009

B 4C F 4

Box 4D - Accreditation (Programs)

Allied Health

B 4D F 1

Advanced Emergency Care

B 4D F 2

Health Information Technology

B 4D F 3

Massage Therapy

B 4D F 4

Medical Assistant

B 4D F 5

Medical Office Management

B 4D F 6

Occupational Therapy Assistant

B 4D F 7

Phlebotomy

B 4D F 8

Physical Therapy Assistant

B 4D F 9

Radiologic Technology

B 4D F 10

Respiratory Therapy

B 4D F 11

Sonography

B 4D F 12

Health Occupations (defunct)

B 4D F 13

Dental Assistant (defunct)

B 4D F 14

Business

B 4D F 15

Business Administration – Accounting

B 4D F 16

Business Administration – Finance

B 4D F 17

Business Administration – Marketing

B 4D F 18

Humanities

B 4D F 19

Education

B 4D F 20

Math and Science

B 4D F 21

Biological Sciences

B 4D F 22

Computer Sciences

B 4D F 23

Health Science Preparation
B 4D F 24

Secretarial Science/Automated Office Technology (defunct)
B 4D F 25

Note – each program file may be divided as follows: a - main, b - applications and standards of membership, c- visiting teams, d – forms and paperwork, e – studies and reports

Box 4E - Accreditation (Programs)

Nursing
B 4E F 1

Associate Degree Nursing
B 4E F 2

Practical Nursing
B 4E F 3

Social Sciences
B 4E F 4

Associates in the Arts
B 4E F 5

Mental Health
B 4E F 6

Trades and Technology
B 4E F 7

Applied Electronics and Computer Technology
B 4E F 8

Electrical Lineworker Technology
B 4E F 9

Electrical Technology
B 4E F 10

General Technology
B 4E F 11

Precision Machining Technology
B 4E F 12

Pulp and Paper Technology
B 4E F 13

Trade and Technical Occupations
B 4E F 14

Heavy Equipment Maintenance (defunct)
B 4E F 15

Carpentry (defunct)
B 4E F 16

Fluid Power (defunct)
B 4E F 17

Note – each program file may be divided as follows: a - main, b - applications and standards of membership, c- visiting teams, d – forms and paperwork, e – studies and reports

Box 5A – Photographic - Buildings, Departments, & Offices

Buildings, Departments, & Offices
B 5A F 1

Buildings, Departments, & Offices
B 5A F 2

Box 5B – Photographic - Programs

Programs
B 5B F 1

Box 5C – Photographic – Faculty & Staff

Faculty & Staff – A-J
B 5C F 1

Faculty & Staff – L-S
B 5C F 2

Faculty & Staff – S-Y
B 5C F 3

Box 5D – Photographic - Events

Events 1990-1992
B 5D F 1

Events 1992-1993
B 5D F 2

Events 1993-1994
B 5D F 3

Events 1995
B 5D F 4

Box 5E – Photographic - Students

Students – A-F
B 5E F 1

Students – G-M
B 5E F 2

Students – M-S
B 5E F 3

Students – S-Y
B 5E F 4

Box 6A – Campus Life (Student Body)

Students, Articles about (1970-1989)
B 6A F 1a

Students, Articles about (1990-1999)
B 6A F 1b

Students, Articles about (2000-2009)
B 6A F 1c

Students, Articles about (2010-2019)
B 6A F 1d

Students, Articles about Graduation
B 6A F 2

Foreign Exchange
B 6A F 3

Student Senate
B 6A F 4

Student Senate, Agenda & Minutes
B 6A F 5

Dean's List
B 6A F 6

Phi Theta Kappa (Beta Delta Upsilon Chapter)
B 6A F 7

Box 6B – Campus Life (Campus Culture and Student Life)

Events (1970-1989)
B 6B F 1a

Events (1990-1999)
B 6B F 1b

Events (2000-2009)
B 6B F 1c

Events (2010-2019)
B 6B F 1d

Orientation
B 6B F 2

Holidays
B 6B F 3

Health & Fitness
B 6B F 4

Fashion Show
B 6B F 5

Earth Day
B 6B F 6

Fundraisers
B 6B F 7

Daughters to Work Day
B 6B F 8

Business Seminars
B 6B F 9

VICA
B 6B F 10

Governor's Visit
B 6B F 11

Fall & Spring Festival
B 6B F 12

Anniversary Celebrations
B 6B F 13

Clubs
B 6B F 14

Outing Club
B 6B F 15

German Club
B 6B F 16

Bible Club
B 6B F 17

Choir
B 6B F 18

Walking Club/10,000-Mile Challenge
B 6B F 19

Knitting and Needlework Club
B 6B F 20

Valley Quilting Club
B 6B F 21

Medical Assisting Club
B 6B F 22

Occupational Therapy Assistant Club
B 6B F 23

Respiratory Therapy Club
B 6B F 24

Physical Therapist Assistant Club
B 6B F 25

KV Student Nurses Association (KVSNA)
B 6B F 26

Sports
B 6B F 27

Box 6C – Campus Life (Faculty and Staff)

Faculty and Staff
B 6C F 1

Faculty/Staff Listings (Including Phone and Address Lists)
B 6C F 2

Faculty/Staff New Hires and Retirements
B 6C F 3A

Faculty/Staff Positions
B 6C F 3B

Faculty/Staff Training
B 6C F 4

Faculty/Staff, Articles About (A – I)
B 6C F 5A

Faculty/Staff, Articles About (J– R)
B 6C F 5B

Faculty/Staff, Articles About (S – Z)
B 6C F 5C

Barbara Woodlee
B 6C F 6

Faculty Meeting
B 6C F 7

Department Chair Meeting
B 6C F 8

Box 6D – Campus Life (Committees)

Committees
B 6D F 1

Management/Leadership Team
B 6D F 2

Academic Standards Committee
B 6D F 3

Accreditation Steering Committee
B 6D F 4

Institutional Assessment Committee
B 6D F 5

Building (Operations) Committee
B 6D F 6

CRAFT Committee
B 6D F 7

Child Care Committee
B 6D F 8

Family Life (formerly Substance Abuse) Committee
B 6D F 9

Strategic Planning Committee
B 6D F 10

Safety Committee
B 6D F 11

Affirmative Action
B 6D F 12

Library Committee
B 6D F 13

Student Activities Committee
B 6D F 14

Learning Excellence (TRIO Advisory) Committee
B 6D F 15

Program Review Committee
B 6D F 16

Disciplinary Committee
B 6D F 17

Graduation Committee
B 6D F 18

Curriculum Committee
B 6D F 19

Staff Development Committee
B 6D F 20

Faculty (Labor)/Management Committee
B 6D F 21

Publications Committee
B 6D F 22

Instructional Technology (Computer) Committee
B 6D F 23

Marketing (Publicity) Committee
B 6D F 24

Employee Recognition Committee
B 6D F 25

ADA Committee
B 6D F 26

Wellness Committee
B 6D F 27

ADN Advisory Committee
B 6D F 28

General Advisory Committee
B 6D F 29

Box 6E - Campus Life (Buildings, Offices, and Departments)

Waterville High School (Original Location)
B 6E F 1

Gilman St. Campus
B 6E F 2

Fairfield Campus
B 6E F 3a

Good Will-Hinckley
B 6E F 3b

Frye Building (Including Whitney Wing)
B 6E F 4

Frye Annex
B 6E F 5

King Hall
B 6E F 6

Carter Hall
B 6E F 7

Lunder Building
B 6E F 8

Teague Building (Annex)
B 6E F 9

Buker Building
B 6E F 10

Offices
B 6E F 11

Academic Affairs
B 6E F 12

Academic Affairs, Administrative
B 6E F 13

Continuing Education
B 6E F 14

Registrar
B 6E F 15

Admissions
B 6E F 16

Admissions, Administrative
B 6E F 17

Enrollment Services
B 6E F 18

Advising (and Career Center)
B 6E F 19

Advising, Administrative
B 6E F 20

Bookstore
B 6E F 21

Childcare
B 6E F 22

Business Office
B 6E F 23

Early College for ME

B 6E F 24

Finance and Human Resources

B 6E F 25

Finance and Human Resources, Administrative

B 6E F 26

Financial Aid

B 6E F 27

Library (1970-1989)

B 6E F 28a

Library (1990-1999)

B 6E F 28b

Library (2000-2009)

B 6E F 28c

Library (2010-2019)

B 6E F 28d

Marden Center

B 6E F 29

Office of the President

B 6E F 30

Office of the President, Administrative

B 6E F 31

Resource Development

B 6E F 32

Public Relations and Marketing

B 6E F 33

Physical Plant

B 6E F 34

Maintenance
B 6E F 35

Custodial
B 6E F 36

Student Development
B 6E F 37

Technology
B 6E F 38

TRIO
B 6E F 39

Aviation Education Resource Center
B 6E F 40

Box 6F – Campus Life (Programs and Courses)

Programs
B 6F F 1

Allied Health
B 6F F 2

Advanced Emergency Care
B 6F F 3

Health Information Technology
B 6F F 4

Medical Coding
B 6F F 5

Massage Therapy
B 6F F 6

Medical Assisting
B 6F F 7

Medical Office Management
B 6F F 8

Occupational Therapist Assistant
B 6F F 9

Physical Therapist Assistant
B 6F F 10

Radiologic Technology
B 6F F 11

Respiratory Therapy
B 6F F 12a

Respiratory Therapy Advisory Board
B 6F F 12b

Business
B 6F F 13

Accounting
B 6F F 14

Finance
B 6F F 15

Marketing/Management
B 6F F 16

Humanities & Social Sciences
B 6F F 17

Liberal Studies
B 6F F 18

Education
B 6F F 19

Mental Health
B 6F F 20

Math & Science
B 6F F 21

Biological Sciences
B 6F F 22

Computer Aided Drafting & Design
B 6F F 23

Computer Science (include former Secretarial Science)
B 6F F 24

Health Science Preparation
B 6F F 25

Nursing
B 6F F 26

Associate Degree Nursing
B 6F F 27

Trades & Technology
B 6F F 28

Applied Electronics and Computer Technology
B 6F F 29

Carpentry
B 6F F 30

Electrical Lineworker Technology
B 6F F 31

General Technology
B 6F F 32

Industrial Electrical/Electronics Technology
B 6F F 33

Precision Machining Technology
B 6F F 34

Pulp & Paper Technology
B 6F F 35

Trade & Technical Occupation
B 6F F 36

Tech. Prep & Maine Career Advantage
B 6F F 37

Women Unlimited
B 6F F 38

Courses (individual courses by program)
B 6F F 39

Maine Youth Apprenticeship Program
B 6F F 40

Box 7A – Campus Life (Administrative – Policy and Procedure)

Kennebec Valley Community College Advisory Board
B 7A F 1

Public Awareness Task Force
B 7A F 2

Policy Manual
B 7A F 3, Shelf

Governance/Personnel Policies
B 7A F 4

Position Descriptions
B 7A F 5

Benefits & Pay
B 7A F 6

Adjunct Faculty
B 7A F 7

Affirmative Action
B 7A F 8

Sexual Harassment
B 7A F 9

Academic Policies
B 7A F 10

Application/Admission Procedure
B 7A F 11

Tuition and Credit
B 7A F 12

Challenge Exam Policy
B 7A F 13

Independent and Directed Study
B 7A F 14

Graduation Requirements
B 7A F 15

Academic Dishonesty
B 7A F 16

Students with Disabilities
B 7A F 17

Operations
B 7A F 18

Purchasing and Inventory
B 7A F 19

Program Development
B 7A F 20

Tobacco & Drugs
B 7A F 21

Vehicles
B 7A F 22

Children on Campus
B 7A F 23

Electronic Communications
B 7A F 24

Public Relations
B 7A F 25

Committees Policies
B 7A F 26

Emergency Policies
B 7A F 27

Articulation Agreements
B 7A F 28

Educational Agreements and Affiliations
B 7A F 29

Box 7B – Campus Life (Financial)

Budget
B 7B F 1

Tuition
B 7B F 2

Financial Aid Satisfactory Academic Program
B 7B F 3

Loans and Loan Defaults
B 7B F 4

Scholarships
B 7B F 5

Grants (College)
B 7B F 6

Bonds
B 7B F 7

Lawsuits
B 7B F 8

Donations
B 7B F 9

Friends of the Library
B 7B F 10

KVCC Foundation
B 7B F 11

Economic Impact
B 7B F 12

Box 7C – Campus Life (Administrative)

Student Insurance
B 7C F 1

Student Recruitment
B 7C F 2

Student Transfers
B 7C F 3

Enrollment Figures
B 7C F 4

Enrollment Management
B 7C F 5

Graduate/Job Placement
B 7C F 6

Graduate Follow-up Survey
B 7C F 7

Proclamations of Support
B 7C F 8

Awards & Certificates
B 7C F 9

Awards & Certificates, Blanks
B 7C F 10

Box 8A – Maine Community College System

Maine Community College System
B 8A F 1

Presidents' Council
B 8A F 2

Board of Trustees
B 8A F 3

Student Retention Benchmarking Committee
B 8A F 4

Legislative Bills
B 8A F 5

Policy Manual (Papers)
B 8A F 6

John Fitzsimmons
B 8A F 7

University of Maine Merger
B 8A F 8

Articles (1970-1989)
B 8A F 9a

Articles (1990-1999)
B 8A F 9b

Articles (2000-2009)
B 8A F 9c

Articles (2010-2019)
B 8A F 9d

Press Releases
B 8A F 10

Transitions (MVTI to MVTCS and MVTCS to MCCA)
B 8A F 11

Box 8B – Maine Community College System

Policy Manual
B 8B F 1

Work Plans
B 8B F 2

Internal Communications Plan

B 8B F 3

Annual Reports

B 8B F 4

Reports 1970-1995

B 8B F 5A

Reports 1996-2000

B 8B F 5B

Reports 2001-2005

B 8B F 5C

Reports 2006-2010

B 8B F 5D

Directories

B 8B F 6

Newsletters

B 8B F 7

Viewbooks and Brochures

B 8B F 8

Programs (Events)

B 8B F 9

Box 8C – State & Regional Agencies and Organizations

State Departments and Agencies

B 8C F 1

Department of Education

B 8C F 2

Department of Finance and Administration

B 8C F 3

Department of Labor

B 8C F 4

Department of Human Resources
B 8C F 5

Legislature
B 8C F 6

Chambers of Commerce
B 8C F 7

Maine Development Foundation
B 8C F 8

Other Economic and Policy Organizations
B 8C F 9

Other Education and Public Interest Organizations
B 8C F 10

Governor's Office
B 8C F 11

Other Health and Public Interest Organizations
B 8C F 12

Box 9 - Archive

Policy & Procedures, 1986-2007
B 9 F 1A

Policy & Procedures, 2007-
B 9 F 1B

Forms, 2007-
B 9 F 2

Finding Aids, 1986-2007
B 9 F 3A

Finding Aids, 2007-2009
B 9 F 3B

Finding Aids, 2009 –
B 9 F 3C

Correspondence

B 9 F 4

Reports

B 9 F 5

Grant, Photographic

B 9 F 6

Box 10A Oral History Background Research

Clutterbuck, Linda

B 10A F 1

Naber, Martha

B 10A F 2

Toto, Patricia

B 10A F 3

Joy, Suzanne

B 10A F 4

Peacock, James

B 10A F 5

Boynton, Ralph

B 10A F 6

Box 10B Oral History Transcripts

Clutterbuck, Linda

B 10B F 1

Naber, Martha

B 10B F 2

Toto, Patricia

B 10B F 3

Joy, Suzanne

B 10B F 4

Peacock, James (pending)
B 10A F 5

Boynton, Ralph (pending)
B 10A F 6

Box 10C Oral History Audio-Files

Clutterbuck, Linda
B 10C F 1

Naber, Martha
B 10C F 2

Toto, Patricia
B 10C F 3

Joy, Suzanne
B 10C F 4

Peacock, James
B 10A F 5

Boynton, Ralph
B 10A F 6