2019

Guide to the University Relations records

University of San Diego University Relations

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Guide to the University Relations records

Overview of the Collection

Title: University Relations records
Dates: 1953-2010
Creator: University of San Diego University Relations
Quantity: 29 boxes (28.5 linear feet)
Summary: The University of San Diego University Relations records document the functions of the University Relations department and its offices. These functions include publication design, editing, and final products; planning for activities and events; surveys and research on community relations; and fundraising activities.
Identification: USDA_2011_005
Language: English
Repository: University of San Diego, Archives and Special Collections
Copley Library
5998 Alcalá Park
San Diego, CA 92110
Telephone: 619-260-2730
spcoll@sandiego.edu

Historical Note

According to the 1973 Western Association of Schools and Colleges accreditation report, the Office of University Relations was the first University-wide office for the merged University of San Diego. The goals for this office were to establish a strong fundraising program and to build a stronger community image. Dr. Gilbert Brown began as the first Director of University Relations in 1972, shortly thereafter becoming the Vice President for University Relations. Brown worked to build relationships with those outside the University. This endeavor included improving rapport with the community, building media relations, and fostering...
alumni relations. Brown served through 1978, then William Picket became Vice President until 1986. John McNamara served as Vice President for University Relations for 15 years until Msgr. Dan Dillabough became Vice President for Mission and Public Relations from 2001 to 2005. Tim O’Malley served for 12 years as Vice President for University Relations. In August 2018, Richard P. Virgin became the Vice President for University Advancement.

The work of the University Relations department has included planning for events; designing invitations and programs; creating and distributing news releases; compiling news about USD from various news outlets; implementing fundraising activities; administering alumni events; and planning and administering community activities and events. According to the 2004 University Relations website under Msgr. Dan Dillabough, “The role of university relations is exceptionally simple. We preserve and promote the university's story. We engage the community. We encourage giving. We create lifelong bonds.” In 2010, the message shifted slightly to identify the varied constituents University Relations served: “Whether you are a student discovering the community, an alum reconnecting with friends, a parent maneuvering a new role, or a journalist searching for answers, University Relations can help you make connections. And connections build relationships, which build friendships, which build the lifelong bonds that define our lives.”

Scope and Content Note

The University of San Diego University Relations department is the public face of the University of San Diego, administering the image of the university to students, parents, alumni, and the community. The University Relations records document the functions of the department and its offices. These records include planning and informational materials about community, university, and alumni events; designs and final versions of invitations and programs; campaign planning materials; information on community programs; some departmental meeting and retreat information. Also included is information gathered about local government officials and local government issues, as well as information pertaining to the Irvine Foundation Grant "Institutionalizing Cultural Diversity."

Arrangement

The University Relations records are organized into six series:

Series I. Departmental Records

Series II. Community Relations
Series II is further arranged into the following subseries:

A. Community Programs  
B. Cultural Diversity  
C. Government Relations

Series III. Development

Series IV. Events

Series V. Public Relations

Series VI. Office of Publications

Records in each series are arranged in alphabetical order.

Restrictions

This collection is open for research.

Related Material

University of San Diego News Releases have been digitized and are located on Digital USD.

Additional University Relations records are located in the Esther LaPorta Donor Relations records (1938-1999) and the Public Relations Community Programs records (1979-1995).

Related collections include the USD Fiftieth Anniversary records (1998-2000), the James Irvine Foundation Grant records (1965, 1990-1996), and the Presidents Club records (1973-1990).

Index Terms
Eagan, Brent  
Finn, Sara  
Hayes, Alice B.  
Hughes, Author E.  
Lyons, Mary E.  
Maher, Leo Thomas  
Martinez-Cosio, Maria  
University of San Diego
Administrative Information

Preferred Citation

[Folder Title], Box # Folder #, University Relations records, Copley Library, University of San Diego, Archives and Special Collections.

Processing Information

This collection was processed by Ashley Toutain in 2019.

Detailed Description of the Collection

Series I: Departmental Records, 1964-1994

These records document the work of the University Relations department as a whole, rather than individual departments. These records include material from University Relations retreats and staff meetings, among other general information.

Box Folder

1  USD Administrative Chart, 1971
2  Administrator - Willard - Farewell Reception, 1992
3  Alumni Association 10th Year Reunion, 1965
   [Faculty memoranda.]
5  Alumni [Reception] Speech, 1972
6  USD Alumni Association, 1964-1979
7  Alumni Letter, 1968
8  Browing and Music David Nywall, circa 1960
9  University Relations Campus Committee Meetings, 1975-1976
10-11 CEFA [California Educational Facilities Authority] Bond Issue Reports, 1976
12  USD Fact Sheet Research, circa 1974-1976
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Honors Newsletter, 1994 Spring</td>
</tr>
<tr>
<td>14</td>
<td>International Student Association, 1975</td>
</tr>
<tr>
<td>15</td>
<td>Master Plan for the University, undated [Copies]</td>
</tr>
<tr>
<td>16</td>
<td>USD Parents' Association Meeting, 1989 August 26</td>
</tr>
<tr>
<td>17</td>
<td>Policy on Leaves of Absence, 1971</td>
</tr>
<tr>
<td>18-19</td>
<td>Presidential Transition Task Force, 1994</td>
</tr>
</tbody>
</table>

**Box Folder**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Programs and Subprograms, 1973-1974</td>
</tr>
<tr>
<td>6-11</td>
<td>University Relations Retreat, 1983-1990</td>
</tr>
<tr>
<td>19</td>
<td>Vice President John McNamara Correspondence, 1988 [Correspondence regarding the City Manager Program.]</td>
</tr>
</tbody>
</table>

**Series II: Community Relations, 1982-2000**

These records document the functions of the Office of Community Relations which was in charge of community programming, government relations, and activities related to cultural diversity. These are the records of Maria Martinez-Cosio who served as the Director of Community Relations and Assistant Director of Public Relations.

This series is organized into three subseries which reflect the key areas of work documented in these records.

The Community Programs records contain planning materials, meeting minutes, projects and information. Among these are planning materials for the Linda Vista Multi-Cultural Fair and work done by the Neighborhood Committee.

The Cultural Diversity subseries records include planning materials, meeting minutes, and informational records. These records pertain to a variety of events conducted by the Community Relations office as well as records related to the Irvine Foundation grant.

The Government Relations subseries records primarily include information gathered on government figures and various legislative issues that would potentially impact the University of San Diego.

**Subseries A: Community Programs, 1982-2000**

<table>
<thead>
<tr>
<th>Box Folder</th>
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<tbody>
<tr>
<td>3</td>
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<tr>
<td>6</td>
</tr>
<tr>
<td>7-12</td>
</tr>
</tbody>
</table>
[Includes meeting materials, schedules, plans, and entertainment lists.]

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Linda Vista Neighborhood Partnership Healthy Start Project, 1997</td>
</tr>
<tr>
<td>14-24</td>
<td>Neighborhood Committee, 1982-1990</td>
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<tr>
<td>25</td>
<td>Neighborhood Committee Subcommittee on Education / Community Service / Library - Meetings, 1988</td>
</tr>
<tr>
<td>26</td>
<td>Neighborhood Committee Subcommittee on Health - Health Fair, 1988</td>
</tr>
<tr>
<td>27</td>
<td>Neighborhood Committee Subcommittee on Planning / Traffic / Business - Meetings, 1988</td>
</tr>
<tr>
<td>28</td>
<td>Neighbors - Organization / Address List, 1996</td>
</tr>
<tr>
<td>29</td>
<td>Tecolote Canyon Citizens' Advisory Committee Meetings, 1986-1989</td>
</tr>
<tr>
<td>30</td>
<td>Morena Planning Committee Meetings, 1986-1987</td>
</tr>
<tr>
<td>31</td>
<td>USD Master Plan Presentations to the Community, 1993</td>
</tr>
</tbody>
</table>

**Subseries B: Cultural Diversity, 1985-1999**

**Box Folder**

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>3 32</td>
<td>Assistant Director of Public Relations Maria Martinez-Cosio Files, 1991</td>
</tr>
<tr>
<td>33</td>
<td>Black History Month Committee Anita Hill Lecture, 1988</td>
</tr>
<tr>
<td>34</td>
<td>The Catfish Club, 1988-1991</td>
</tr>
<tr>
<td>35</td>
<td>The Catfish Club, 1998</td>
</tr>
<tr>
<td>36</td>
<td>Courses / Curriculum Ethnic Studies Minor, 1998</td>
</tr>
<tr>
<td>38</td>
<td>Courses / Curriculum Ethnic Studies Program Proposal, 1996</td>
</tr>
</tbody>
</table>

**Box Folder**

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<thead>
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<th>Box Number</th>
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<tr>
<td>4 1</td>
<td>Cultural Competencies Documents, 1998</td>
</tr>
<tr>
<td>2</td>
<td>Cultural Diversity Ad Hoc Committee Meetings, 1990-1993</td>
</tr>
<tr>
<td>3</td>
<td>Cultural Diversity Articles, 1990-1992</td>
</tr>
<tr>
<td>6</td>
<td>Document - &quot;Hispanic and Higher Education&quot;, 1994</td>
</tr>
<tr>
<td>7</td>
<td>Document North American Free Trade Agreement, 1992</td>
</tr>
<tr>
<td>8</td>
<td>Educational Opportunity Program Orientation, 1991</td>
</tr>
<tr>
<td>9</td>
<td>Ethnic Diversity Report, 1996</td>
</tr>
<tr>
<td>10</td>
<td>Ethnic Labels Panel Discussion, 1992</td>
</tr>
<tr>
<td>11</td>
<td>Event 50th Anniversary of the Passage of the Declaration of Human Rights, 1998</td>
</tr>
</tbody>
</table>
12 Event African American Summit on Education III, 1991
13 Event African American Women's Conference, 1991
14 Event Black History Month Celebration, 1998
15 Event Black History Month News Spots, 1991
16 Event Chicano/Latino Intersegmental Convocation, 1994
17 Event Diversity Breakfast, 1994
18 Event Higher Education Diversity Conference, 1994 May 2-6
19 Event Human Spirit Award Banquet, 1989
23 Event Latino Journalists Banquet, 1992 July 31
24 Event Martin Luther King Jr. Breakfast, 1988-1989
25 Event Vatican-Israel Accord Symposium, 1998
   [Includes photographs]
27 Hispanics Unidos, 1994
28-38 Irvine Grant Faculty Development Program, 1990-1995
   [Includes Community Advisory Board correspondence, meeting
   materials, and mission and goals. Also includes Steering
   Committee meeting information, financial reports, and
   information on the faculty development program. Folder 33 also
   includes negatives, photographs, and slides of 1982 Law School
   Alumni and Distinguished Alumni Banquet.]
39 Irvine Grantees Conference Planning, 1993
40 La Familia and Other Clubs/Student Groups, 1993

Box Folder
5  1 La Familia Board Meetings, 1993
  2 MECha Meetings, 1991
  3 Minority Information - Event Hilton Foundation Site Visit, 1991 July
     29
  4-8 Minority Information - Irvine Foundation "Institutionalizing Cultural
     [Includes proposals, reports, committee meeting materials and
     1991 Institutionalizing Cultural Pluralism material.]
  9 Minority Information - Publications Reports etc, 1988-1994
 10 Minority Information - Scholarships, 1991-1992
 12-13 Minority Statistics - USD Students, Faculty, 1985-1993
 14 Miscellaneous Items, 1987-1993
 15 Multi-Cultural Center Student Activities, 1993
 16 Occidental College, Los Angeles Publications, 1993
 17 Organizations - Alba 80 Society, 1988-1990
 18 Organizations - Chicano Federation, 1988-1990
 19 Organizations - Mexican and American Foundation, 1987-1989
 20 Organizations - Trabajadores De La Raza Meetings, 1991
22 People - Pat Mora, 1995
23 People - Victor Villaseñor, 1992
24 Events Project I Believe; Black Issues in Higher Education; "Dig and Be Dug In", 1987, 1993, 1981
25 Publication Chicano Federation of San Diego County Annual Report, 1997
26 United Front Multi-Cultural Center, 1998-1999
27 WASC Standard I Cultural Diversity Draft, 1991

**Subseries C: Government Relations, 1985-1997**

**Box Folder**

   [Materials related to educational diversity and financial aid.]
29 City of San Diego Boards and Commissions, 1992-1997
30 City of San Diego Primary Election, 1995
31 City of San Diego Miscellaneous, 1992-1996
32 Congressional Quarterly Training on Lobbying, 1994
33-47 [District Council member information], 1986-1997
   [Includes brief news articles and some correspondence of various District Council members including John Hartley, Christine Kehoe, Ron Roberts, and others.]

**Box Folder**

6 1-2 [District Council member information], 1988-1997
   [Includes brief news articles and some correspondence of various District Council members including Byron Wear and Abbe Wolfsheimer.]
3-10 [County Board of Supervisors information], 1990-1997
   [Includes brief news articles and some correspondence of various County Board of Supervisor members including Ron Roberts, Diane Jacob Leon Williams, and others.]
11 District Elections, 1988-1989
   [Includes papers and presentations by Patrick Drinan.]
12 Elected Officials Lists, 2000
13 Ethics Program for Lobbyists, 1990
14 Events - AICCU [Association of Independent California Colleges and Universities] Independent College Day, 1994 March 16
15 Events - AIDS Forum, 1994 February 02
16 Events - City Council Luncheon, 1988 January 15
17 Events - Ghogassian's Reception, 1994
18 Events - Political Panel Photos, 1988 February 09
19 Events - Steve Peace Luncheon, 1994 May 06
20 Federal Nominee Assistant Secretary of Education - Payzant, undated
21 Federal - President Bill Clinton, 1997
22 Federal Student Aid Correspondence, 1995
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<tr>
<th>Page</th>
<th>Description</th>
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<tbody>
<tr>
<td>23</td>
<td>Federal - Vice President Al Gore, undated</td>
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<tr>
<td>24</td>
<td>Government Relations Correspondence, etc, 1993-1996</td>
</tr>
<tr>
<td>25</td>
<td>Governor Pete Wilson, 1992-1996</td>
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<td>26</td>
<td>Government Relations Events Larry Agran Mayor of Irvine Luncheon, 1990 February 07</td>
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<td>27</td>
<td>Issues Management Proposition MM Repair our Neighborhood Schools, 1998</td>
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<tr>
<td>28</td>
<td>Issues Management California Theatre, 1991</td>
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<tr>
<td>29</td>
<td>Issues Management Economic Impact Fees, 1990-1991</td>
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<tr>
<td>30</td>
<td>Issues Management Insurance Bill / TIAA CREF, 1993</td>
</tr>
<tr>
<td>31</td>
<td>Issues Management Landfill, 1993</td>
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<tr>
<td>33</td>
<td>Issues Management Reinventing Government, 1993</td>
</tr>
<tr>
<td>34</td>
<td>Issues Management Rising Cost of College Education, 1988</td>
</tr>
<tr>
<td>35</td>
<td>Issues Management SB919 Environmental Quality, 1993</td>
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<td>37</td>
<td>League of Women Voters, 1990</td>
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<td>38</td>
<td>Legislation, 1995-1996</td>
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<td>40</td>
<td>Legislative Materials, 1992-1995</td>
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<tr>
<td>41</td>
<td>Legislator on Campus Program, 1988</td>
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<tr>
<td>42</td>
<td>Lieutenant Governor Gray Davis, 1996-1997</td>
</tr>
<tr>
<td>43</td>
<td>Lieutenant Governor Leo McCarthy, 1987-1990</td>
</tr>
<tr>
<td>46</td>
<td>Meetings with State Legislators, 1996</td>
</tr>
<tr>
<td>47-51</td>
<td>[Member of Congress information], 1988-1989</td>
</tr>
<tr>
<td></td>
<td>[Includes brief news articles and some correspondence of various Members of Congress including Jim Bates, Brian Bilbray, Randy Cunningham, Bob Filner and Duncan Hunter.]</td>
</tr>
</tbody>
</table>

**Box Folder**

<table>
<thead>
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<tr>
<td></td>
<td>[Includes brief news articles and some correspondence of various Members of Congress including Bill Lowery, Ron Packard and Lynn Schenk.]</td>
</tr>
<tr>
<td></td>
<td>[Newsletter for the Association of Independent California Colleges and Universities, AICCU.]</td>
</tr>
<tr>
<td>7</td>
<td>Proposed Federal Student Aid Reductions, 1995</td>
</tr>
<tr>
<td>8</td>
<td>San Diego County, 1989-1992</td>
</tr>
<tr>
<td>9</td>
<td>San Diego County Board of Education, 1992-1997</td>
</tr>
<tr>
<td>10</td>
<td>San Diego District 5 Election, 1993</td>
</tr>
</tbody>
</table>
11 San Diego District 8 Election, 1993
12 San Diego School Board Member Ron Ottinger, 1992
13 SB 190 Robert Wilson, 1989-1992
14 Senatorial District Maps, 1992
15-37 [State Assembly Member information], 1987-1997
   [Includes brief news articles and some correspondence of various
   State Assembly Members.]
   [Includes brief news articles and some correspondence of various
   State Senators.]
48 Superintendent SDUSD - Pendleton, 1993-1997
49-51 [United States Senator information], 1986-1997
   [Includes brief news articles and some correspondence of United
   States Senators Barbara Boxer, Alan Cranston and Dianne
   Feinstein.]

Series III: Development, 1968-2004

These records document the fundraising activities of the University
Relations department. This includes information and publication materials
for the Annual Fund campaign, Capital Campaigns, Discovery Campaigns,
and Challenge Campaigns. Also included are materials for various
fundraising events including the Katherine Crosby Honda Civic Golf
Classic. Additionally, university development related correspondence of
Bishop Leo Maher and Msgr. I. Brent Eagen are included.

Box Folder
8 1 Alumni Selection Committee, 1981-1983
3-4 Annual Fund Alumni Solicitations, 1997-1998
5 Annual Fund Brochures, 1989-circa 1992
6 Annual Fund Law Alumni Solicitations, undated
7 Annual Fund Printed Materials, 1990
8 Annual Fund Stationary Supply, 1992-1993
10 Brochures - Law Alumni - More Hall Society Research, circa 1987
11 Campaign Executive Cabinet Meetings, 1979-1980
12 Campaign for the University of San Diego, 2004
13 Capital Campaign, 1988-1989
14 Challenge Grants Program, 1980
   [Includes campus program overview publication for Fall 1968.]
15 "Commitment to Human Values", circa 1972
16 Corporate and Foundation Proposals, 1976-1977
17-18 "Commitment to Excellence", 1972
   [Brochures and Invitations]
Series IV: Events, 1970-2010

This series includes planning materials, invitations, and programs for a variety of University of San Diego events. Among these events are the Author E. Hughes Career Achievement Awards, the Dean’s Ball, Homecoming, Mother Teresa’s visit to USD in 1988, as well as many other events. Dedications for key campus buildings including the University Center, the Hahn School of Nursing, the Hughes Administration Center, and the Institute for Peace and Justice, Maher Hall, and the Maher Statue are included. These dedication records include planning materials,
design ideas, programs, preparations, invitations, and memoranda about the planning and implementation of the events.

**Box Folder**

1. ACPRA Luau, 1973
2. ASB Luncheon/Dinner, 1973
3. ATT Press Conference, 1984
   
   [Announcement of USD bringing ATT's new telecommunication technology, System 85 to campus. System 85 was an "integrated voice/data business communication system" which would network USD's telephone, computer, and television systems. USD was the first university west of the Mississippi to employ the new product. Also includes announcement for the new School of Business.]

5. African American Women's Conference, 1991 May 31
   
   [Includes photographs.]

7. Alcalá Society Reception, 1981
8. Alcalá Society Reception and invitation, 1986
10. Alumni Fundraising, 1982-1983
11. Alumni Association Alumni Honors, circa 2006
15. Alumni Association Christmas Mass, 1980
17. Alumni Leadership Alliance Reception, 1994 October 14
20. Alumni Tailgate, 2002
21. Angeles de Alcalá Dinner, 1990
22. Angeles de Alcalá Luncheon, undated
28. Auxiliary Tea, 1973
29. Bissonnette Reception [Paul Bissonnette Vice President Finance and Administration], 1998
30. Black History Photo Exhibit, 1990 March 28
31. Blessing of Site and Ground Breaking - Manchester Executive Conference Center, 1983
32. Board of Trustees Dinners, 1973
33. Board of Trustees Retreat, 1980
34. Bob Hope Leadership Fund - Evening with Bob Hope, 1977 November
35. Bremner Reception [Sister Mariella Bremner], circa 1981
36. Bridges and Barriers of Immigration Conference, 1994 May 22-26
[Materials of the USD Social Issues Committee.]

37 Building a Culture of Peace Conference, 1999
38 Building and Grounds Advisory Board Lunch, 1973
39 California Elected Women Meeting, 1977 October
40 Capital Campaign Gala Celebration, 1991 October 03
41 Casa de Alcalá Receptions, 1973-1974
42 Christening of Paul Whittier Shell, 1983
43 Christmas Receptions, 1971-1973
44 Cinco de Mayo, 1990
45 Commencement Invitation, 1982
46-65 Commencement, 2000-2003
   [Commencement planning materials, meeting information, scripts, and printed materials.]
66 Commencement Guest Packet, 2010
67 Committee for Excellence Lunch, 1973
68 Community Relations Dinner, 1973
69 Computer Camp for Girls and Boys, 1986
70 Copley Dinner, 1973-1974
71 Cordeiro Reception [Paula Cordeiro Dean School of Education], 1998
72 Corporate Associates Annual Recognition Luncheons, 1982-1983
73 Crippen Lunch, 1980
74-77 Dean's Ball, 1985-1989

Box Folder
10 1-2 Dean's Ball, 1990-1991
3 Debate Dinner, 1980
4 Dedications - Copley Library, 1984
5 Dedications - Eagen Plaza, 2000
6 Dedications - Eagen Memorial Plaza, 2000
7 Dedications - New Age Campaign Colachis Plaza, Shumway Fountain, 1996
8 Dedications - Guadalupe Hall, 1982
9 Dedications - Hahn Chair of Real Estate Finance, 1993
10-11 Dedications - Hahn School of Nursing, 1977, 1979
12-17 Dedications - Hahn University Center, 1987-1989
   [Materials include committee information, correspondence, invitations, programs, guest lists and media coverage.]
18 Dedications - Harmon Hall, 1984
19 Dedications - Health Services Center, 1990
20-25 Dedications - Hughes Administration Center, 1995
   [Materials include correspondence, invitations, planning materials and programs.]
26 Dedications - Immaculata Construction, 1955-1959
27 Dedications - Immaculata, 1959
28-35  Dedications - Institute for Peace and Justice, 2001
        [Materials include planning materials, program script, publicity, correspondence, and printed materials.]
36  Dedications - Jenny Craig Pavilion Building, 2000
    [Also includes 1999 Site Dedication.]
37  Dedications - John M. Ahlers Center for International Business, 1995 February 06
38  Dedications - Kratter Law Library, 1976
39-42  Dedications - Law School Courtroom, 1977
43  Dedications - Law School Fletcher Lecture Center, 1984
44-48  Dedications - Legal Research Center, 1990
        [Materials include planning documents, meeting materials, media coverage, invitations and programs.]
49-61  Dedications - Maher Hall, 1990
        [Materials include planning documents, meeting information, memoranda, news clippings, and programs.]
        [Materials include correspondence, planning documents, and meeting information.]
70  Dedications - Manchester Child Development Center, 1990
71  Dedications - Manchester Executive Conference Center, 1984
72  Dedications - Mission Housing Complex, 1979
73  Dedications - Missions Café and Fitness Center, 2007
74  Dedications - Olin Hall, 1984
75  Dedications - Pipe Organ in Founders, 1989
76  Dedications - Serra Statue Program, 1998
77-81  Dedications - Shiley Theatre Budget, 1991
        [Materials include correspondence, publicity, planning documents, invitations, and programs.]
82  Dedications - Veterans' Plaque, 1973

Box Folder
11  1  Dillabough Reception [Msgr. Daniel Dillabough Vice President Mission and Ministry], 1998
    2  Dinner Dance Charity, 1986
    3  Doyle Party, 1972
    4  Ecumenical Center Dinners, 1972-1974
    5  Eldorado Dinner, 1989
    6  Entertainment, Various, 1980-1982
    7  Exhibit, 1985
    8  Faculty Reception, circa 1975
    9-10  Family Weekend, 2002
    11  Fleming Party, 1972
    12  Foro de Alcalá reception, 1990-1991
13-20 Founders Day, 1996-2002
21 Fred Friendly Ethics Forum, 1988
22 Friedman, Milton Appearance, 1980
23 Friends of USD, 1974
24-26 Friends of the University of San Diego Libraries, 1997-2001
27 Governor's Conference [US Mexico Border Governor's Conference Luncheon], 1982
28 Graduate Business Alumni Association, 2000-2001
29 Ground Breaking for Copley Library, 1982
30 Ground Breaking Kroc Institute for Peace, 1999
31-41 Homecoming Alumni Reunions, 1987-1997
32 Homecoming Athletic Hall of Fame, 1997
33 Homecoming Alumni Reunions, 1998
34 Homecoming Athletic Hall of Fame, 1998
35-46 Homecoming, 2002
47 Homecoming Alumni Reunions, 2005
48 Honors Graduates Receptions, 1982
49 ICSC [Independent Colleges of Southern California] Luncheon, 1982
50 USDs International Kids Festival, 1989 November 07
51 Invisible University, 1986
52 Invisible University Christmas Dinner, undated
53 James Buchanan's Visit, 1987 March 25-26
54 Lancellotti Reception, 1979
55 Las Vegas Reception, 1982
56 Leslie Johnson Dinner, 1973
57 Letters of Commendation, 2001-2003
58 Livingston Reception, undated
59 Marjorie Hansen Shaevits’ Lecture, 1988 May 09
60 Medal of Peace Presentation, 2008
61 Miscellaneous Events, 1971-1974

Box Folder
12 1-6 Mother Teresa's Visit, 1988 May 31
   [Includes preparation materials, news releases, news articles, information about visit video, and follow up materials.]
7 Music Department Dinner/Lunch, 1972-1973
8 National Higher Education Week, 1985
9 Navy Reception, 1982
10 Neighborhood Theatre Receptions, 1997 April 30
11 Olin Foundation Grant Announcement, 1983
12 Olin Foundation Visit, 1981
13-28 Parent Receptions, 1981-1986
[Includes invitations and planning for parent receptions in various locations such as Denver, CO, Phoenix, AZ, Seattle, WA, and throughout California.]

32 "People to People", 1983
33 Performances - Hal Holbrook, 1994
34 Pool Party, 1973
35-38 President Hayes Inauguration, 1995 November 6-12
   [Includes planning materials, invitations, programs, and other printed materials for the inaugural event.]
39 President Hayes Luncheon, 1995
40 President Hayes Farewell Mass, 2003 May 12
41 President Hughes Inauguration, 1971
43 President Hughes Holiday Receptions, 1982-1988
44 President Hughes Receptions, 1994
45 President Hughes Retirement, 1995
46 President Lyons Inauguration Programs and Invitations, 2003 November 10-16
47 President Lyons Holiday Reception, 2007
48 President's Club Dinner Floor Plan, 1976 January
49 President's Club Reception, 1981
50 President's Club Dinner, 1989
51 President's Club Performances - "An Evening of Shakespeare", circa 1990
52-53 President's Club Dinner, 1990-1991
54-59 President's Convocation, 1998-2004
60-67 President's Dinner, 1998-2003
68-69 Presidential Debate, 1996

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13  1 Press Club Luncheon, 1971
   2 Procurement Policies, 2002-2003
   3 Public History Conference, 1990 May 7-10
   4 Puente de Oro Dinner, 1983
   5 Redlands Dinner Honoring the Hughes', 1976 May
   6 Request form for President's Participation - Special Functions, 2002
   7 Receptions Rodriguez [Daniel Rodriguez, Dean School of Law], 1998
   8 Twelfth Annual San Diego Community Prayer Breakfast, 1989 May 24
   9 San Diego Gas and Electric Luncheon, 1973
10-11 School of Law Distinguished Law Alumni Award, 1990-1991
12 School of Law Alumni Advisor Reception, 1990
13 School of Law Alumni - Garrett, 1991
14-17 School of Law Alumni Weekend, 1990-1993
18 School of Law Lectures - Siegan, 1991
Series V: Public Relations, 1953-2004

The records in this series are wide-ranging as they include information gathered in order to create News Releases. News Releases created by the Public Relations department documented University activities, events, accolades, and information. The majority of these records were compiled by long-serving member of the Public Relations office, Sara Finn. She was Public Information Officer in 1971, then became the Director of Public Relations from 1973 to 1987.

These materials include advertising for the University as well as advertising for various events and activities, annual fund information, materials for art department exhibitions, university and public relations related correspondence, community events offered by the music program, and University event materials including planning for the Fiftieth Anniversary, materials for the 1983 White House Conference on Productivity, the Katherine Crosby Golf Tournament, and various other
Also included are some meeting materials, annual retreat information, and departmental planning materials.

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<td>Advertising San Diego Daily Transcript, 1987</td>
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<td>Advertising Washington Post, 1994</td>
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<td>Art Department Artist Edmund Shumpert, undated</td>
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<td>Art Department Budget Survey Summary, 1996 April 25</td>
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<td>Art Department Calendar of Events, 1979-1980</td>
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[Art Department Francoise Gilot Correspondence], 1974

Art Department News Releases, 1968-1981

[Includes programs and information about events and plays.]

Art Department Plays, 1972-1980

Art Department Press Kit Material, 1977

Art Department "Rainbow of the Resurrection", undated

Art Department San Diego Festival Proposal, 1981

Art Department Therese Whitcomb Correspondence, 1972-1979

Art Department Therese Whitcomb Memoranda, 1971-1974


Bicentennial Mass, 1976

Bishop Letters [Bishops Pastoral Letter], 1984

Bishops Pastoral - Emerging Issues, 1985

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15  1  Bishop Letters [Bishops Pastoral Letter], 1985-1986

2  Bishop Maher Scholarship Recipients, 1990

3  Briefing Book for Public Officials, 1986-1987

4  California Wellness Foundation Grant Report, 1997

5  Campaign Publication "Commitment to Human Values", circa 1972

6  Campaign Publication Discovery campaign, undated

7  Campus Card Project, 1998-2000


[Includes advertising plans, announcements, planning and communication information, case statements, and "Campaign Momentum" publication.]


[Includes photographs and composite sheets of individuals and events.]

20  Catholic Higher Education Current Issues, 1989

21-22 City of San Diego Parking Ordinances and Other Regulations, 1989-1992

23  [Bob Hope Community Benefit Event], 1977 Fall

24  Community Outreach Partnership Center Meetings, Reports, etc., 1997-1998

25  Community Survey, 1987

[Survey conducted by USD students and the USD Communications Department to study the USD logo.]

26  Continuing Education Brochures, Handouts, Misc., 1976-1980

27  Continuing Education Evening College Beginning, 1976

28  Continuing Education, 1956-1970

[Graduating student lists]

29  Continuing Education Media Articles, 1975

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16  1-5  Continuing Education Media Articles, 1976-1981
6 Continuing Education Outing Correspondence, 1985-1986
7 Continuing Education Special Programs, 1976-1978
8 Copley Library Campus Groundbreaking Press Kit News Conference, 1982
9 Correspondence Miscellaneous, 1964
11 Correspondence Events, 1969
12-23 Correspondence, 1972 [Includes correspondence regarding campus activities and events as well as proposed University Relations program.]
24-39 Correspondence, 1973 [Includes correspondence regarding campus activities, events, and programs such as the MBA program and the Ecumenical Center for World Religions.]
40-49 Correspondence, 1974 [Includes correspondence regarding campus activities, events, and programs.]
50-59 Correspondence, 1975 [Includes correspondence regarding campus activities, events, and university planning.]
60-69 Correspondence, 1976 [Includes correspondence regarding campus activities, events, and university planning.]
70-73 Correspondence, 1977 [Includes correspondence regarding events, the School of Business and University Relations.]
74-75 Correspondence, 1978 [Includes correspondence regarding development and policies.]
76-81 Correspondence, 1979
82-87 Correspondence, 1980
88-92 Correspondence, 1981
93-98 Correspondence, 1982
99-103 Correspondence, 1983
104 Correspondence, 1984
105- Correspondence, 1986
128 [Includes correspondence regarding development, events, and programs.]
129 Correspondence Letters of Comments, Complaints, etc., 1989
130 Correspondence Crisis Communication Plan (Draft), 1985-1988

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17 1 Development, 1975-1978
2 Diocese of San Diego and Imperial Counties - Parishes, 1980
3 Emergency Operations Plan Draft, 1989 October 03
4 Emergency Response Information, circa 1992
5 Emergency Response Information, circa 1992
   [Also includes 1986 Emergency Response Plan.]
6 Proposed Evening College, 1982-1983
7 Events - Ahlers Center Dedication Ceremony, 1995 February 06
8 Event - CCNMA Conference [California Chicano News Media Association], 1994 April 23
9 Event - CCNMA Media Conference [California Chicano News Media Association], 1994
10 Events - Christmas and Other Holidays - Plans, 1992-1993
11 Event - "College Visiting Day" at Imperial Valley College, 1994 October 14
12 Events - "Community Forum on Equity and Diversity in Education", 1994 February 23
13 Events - Linda Vista Festival of Freedom, 1999
14 Events - Mexican Consulate Concerts, 1994
15 Events - Mainly Mozart, 2002 February 15
16 Events - Miramar Air Show, 2002 October
17 Events - Public Art Advisory Luncheon, 1994 May 27
18 Events - SDGE Education Fair, 1993 October 07
19 Events - Reception for Faculty and Administrators, 1990 October 05
22 Events - Society of Professional Journalists - Project Watch Forums, 1989-1990
24 Events - "Songs of My People" Reception, 1994 April 29
25 Events - "Take our Daughters to Work", 1994 April 28
26 Events - "Take our Daughters to Work", 1999 April 22
27 Events - Teleconference, "Black Studies: At the Crossroads", 1994 October 12
29 Events - Universidad Ibiro Americana Concert, 1993 October 01
30 Events - University Communicators' Discussion, 1992 March 26
31 Events - WOW [Women's Opportunity Week], 1994 October 15-23
32 Family Educational Rights and Privacy Act, 1974
33 Faculty Appointments and Record Update, 1978-1979
   [News releases about new USD Faculty.]
34 Fashion Valley Ownership Correspondence, 1992
35 Film and Television, 1977-1979
36 Film Contracts, 1985-1991
37 Film for USD, 1983-1990
38 Financial Aid, 1972-1979
40 Information and Financial Aid, 1983-1984
41 Founders Gallery Wenger Exhibition, 1978

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18 1 Goals and Future Plans, 1987-1990
2  Golf Tournament, 1977

[Newspaper clippings and information for the Kathryn Crosby/Honda Civic Golf Classic, Kathryn Crosby Fashion Show, and Luncheon fundraising events supporting the Philip Y. Hahn School of Nursing. The 1977 tournament was held at Whispering Palms Country Club in Rancho Santa Fe. Includes photographs and composite sheets of nurses along with event photographs from the Katherine Crosby Fashion Show and the Golf Tournament. Among these are photographs with Katherine Crosby and USD President Author Hughes.]
3  Katherine Crosby Golf Tournament, 1976-1977
   [Includes tournament program, correspondence, and planning materials.]
4  School of Nursing Golf Tournament, 1977
   [Includes tournament program, correspondence, and planning materials.]
5  Governor's Day [Border Governor's Conference], 1982
6  Graduate Special Programs, 1971-1975
7  Holiday Giving Mattress Discounters, 2000 December
8  Homecoming, 1974, 1978
9  Hughes Career Achievement Award Recipients, 1998
10 Irish Olympic Team, 1984
11 Japanese Students - News Releases, 1976
12 Special Joint Faculty Meeting, 1974 January 14
13 Las Patronas de la Universidad, 1974
14 Las Damas de Alcalá, 1973-1976
15 LEAD San Diego [Leadership Education Awareness Development], 1985-1987
17 Leon L. Williams Foundation Meetings, etc, 1994
18 Long Range Plan for Public Information and Public Relations, 1972
19 Luncheon - ICSC Institute [Independent Colleges of Southern California], 1980-1981
20 Luncheon - Mike Gotch, 1980
21 Mail Center (Bulk Mail Savings), 2000
22 Major Prospects Review Meetings, 1985-1987
24 Mary's Hour, 1962
25 Math Department News Release, 1973 November 28
26 Media Center Equipment, 1983-1986
27 Media Center Questionnaire, 1984-1985
28 Meet the Scientists, 1975
29 Mexican-American Foundation, 1978
30 Mexican-American Program Mexican American program includes "Barrio Station" Program Fifteenth Anniversary Issue, 1985, 1971
31 Mexican-American Proposal, 1981
32 College for Women Music Program Awards, 1953-1954
33 College for Women Music Program Christmas Concert, 1967
34 Music Program Auditions, 1977-1978
35 Music Program Calendar of Events, 1973-1974
36 Music Program Calendar of Events, 1978 Fall
37 Music Program Concerts Schedule, 1979-1980
38 Music Program Concerts Sister Rossi Scholarship Concert, 1976
39 Music Program Concerts Sister Rossi Scholarship Concert Publicity, 1979
40 Music Program Event Beethoven Reception, 1979
41 Music Program Event Dedication Recital, 1981
42 Music Program Event Programs, 1972-2004
43 Music Program Event Scholarship Fund Concert, 1972-1974
44 Music Program Event USD Symphony Program, undated
45 Music Program Events, various, 1974-1975

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    2 Music Program Marjorie Hart Correspondence, circa 1960
    3 Music Program Kellogg Chamber Singers Program, 1977
    4 Music Program - Henry Kolar Correspondence, 1971-1976
    5 Music Program - Letters of Concern, 1971
       [Letters of concern regarding the calendar of events.]
    6 Music Program Luncheon - Milo Sadlo, 1982
    7 Music Program Louis McKay Baritone [photograph], undated
    8 Music Program Pattie Merrill Photograph, undated
    9 Music Program - News at USD Robert Tota, 1975
   10 Music Program News Clipping, 1971
   11 Music Program News Clipping, 1978-1979
   12 Music Program News Clipping, 1981
   13 Music Program Opera Production "carefully Taught", 1974
   14 Music Program Publicity, 1972-1973
   15 Music Program Recital Ann H. Jones, 1975
   16 Music Program Thank You Notes, 1979
17 Music Program USD Symphony Orchestra Members and Fact Sheet, 1972-1973
18 National Foundation on the Arts and the Humanities, 1967
19 Neighborhood Committee, 1982-1983
20 News Releases, 1968-1975
21 News Releases, 1981-1984
22 Notes, Miscellaneous [University Goals and Plans], 1992
23 "On Campus" Productions, 1981-1985
   [Includes photographs.]
24 On Campus - Meese, 1981
26 On Campus Program Notices, 1980-1985
27-28 On Campus, 1981-1985
29 Orange County Program, Premise, 1987-1988
30 Parents' Fund Drive, 1978
31 Parking Regulations, New, 1994
32 Terri D'Acquisto Resignation announcement, 1988
33 Perspective, 1980
34 Planning Documents, 1987-1988
35 Preceptorial Program, 1974-1975
36-40 President's Christmas Cards and Holiday Reception, 1972-1981, 1985
41 President Hayes Resume, 2001
42 Press Club, 1979-1980
43-44 Proposition #9 Correspondence, 1980
45 Psychological Department Memo, undated
47 Publication "U" Magazine: A Study, 1988 June
48 Publication USD News and World Report, 1990

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2 Receptions, Luncheons, Dinners, 1976 Fall - 1979
3 Chamber and Engstrand Reception, 1980 December
4 Research Study, 1987
5 Report on Public Relations Program, 1982-1983
6-8 Annual Retreat, 1988-1989, 1994
9 San Diego Union Correspondence, 1972-1980
   [Includes photographs of faculty members.]
10 Business School Update Seminars, 1975-1980
11 Service Club, 1981
12-13 Sister City Program, 1980-1985
14 Special Olympics, 1978
15-18 Sports Camps [Advertising], 1979-1980
19 Staff Meetings, 1983
20-22 Staff Meetings, 1983-1986
23 Staff Meetings with Deans, 1990-1991
24 Stewardship Discussion, undated
25 Study and Plan of Action for the Division of University Relations, 1983
26 Support Groups, 1973
27 Surveys - Marketing Questionnaires, 1986
28 Surveys - Marketing Research Conclusions, 1987
29 Surveys - USD Community Survey, 1987
30 Tuition Remission Policy Revised, 1991
31 United Christian Charities Victory Celebration, 1986
32 U.S. Constitution Council, 1987 Summer
33 United Way, 1984-1985

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21 1 USD Auxiliary News Clippings, 1987-1990
2 USD 40th Anniversary Plans, 1989
3-10 USD 50th Anniversary Campaign Plan, 1998-1999
   [Includes planning materials, meeting information, campaign
   information, calendar of events, and proposal for the San Diego
   Union newspaper.]
11 USD Slide Show, 1981
   [Includes microcassette tape.]
12 Vietnam Memorial Day, 1973 August
13 Vietnamese Study, 1975
14 Visiting University Administrators from the Middle East, 1994 October 18
15 WASC Self Study Documentation, 1979-1981
16-17 White House Conference on Productivity, 1983
18 White House Conference on Productivity Report to USA President, 1983
19-23 White House Conference on Productivity News Clippings, 1983
   [In addition to newspaper clippings, includes informational
   materials, and contact sheets of photographs taken during the
   conference.]
24 Wilson, Susie Championship Horse Exhibitor, 1982
   [Also includes information on Terri Ketchum who was Miss San
   Diego 1976.]
25 Women's Rights Day in Congress, 1981
26 Women's Week, 1974
27 Women's Week Correspondence, 1974
   [Includes news releases and news clippings.]
28 Women's Week, 1979
29 Work Study, 1992
30 World Affairs Council of San Diego Meeting, 1994
31-32 World Issues of the 1980s, 1981
33 Ambassador William Wilson - A complete set of articles, speech, photographs, 1984 January 10
34 Ambassador William Wilson - Extra sets of articles, 1984 January 10
35 YMCA San Diego County Pamela Gray Honoree, 1998
36 Youth for Hire, 1994 Summer

This series includes the design and editing records and final version of documents created by the Office of Publications. Among these records are materials for the Parent Newsletter, Planned Giving Materials, Presidential holiday cards, President’s Reports, Senior Class Gift brochures, and records regarding the development of the U Magazine.

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22 1 Administrator's Handbook Addition, 1991
   2 Advocate - Correspondence, 1990-2001
   3-11 Advocate, 1991-1995
       [Design and editing materials.]
   12 Alcalá Parents - Design, 1993
   13 Alcalá Society - Design, 1986
   14 Alcalá Society - Bookmark Design, undated
       [Contains digital files of March 2003 Alcalá View transferred from CD: usda2011005001]
   30 Alumni Association Board of Directors, 1993-1994
   31 Alumni Benefits Design - Brochures, undated
   32 Alumni Directory - Design, 1989
   33 Alumni Envelopes - Printing, 1992
   42-60 Alumni Newsletter - Design and Editing, 1988-1997
   61 Alumni Postcards - Design, 1996
   63 American Ireland Fund Dinner, 1993
   64 Announcement Card Cary Blanchette - Design and Editing, 1991

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   2 Annual Fund - Acknowledgments, undated
   3 Corporate Annual Fund - Acknowledgments, undated
   4-39 Annual Fund, 1988-2002
       [Includes design and editing documents for annual fund solicitations.]
   40 Hughes Quotes for Archways, 1994
   41 Archways Design, 2000-2001
   42 Events - Asian Film Festival Design, 2002
   43-44 Athletic Hall of Fame Invitation Design, 1997-1998
45  Banners Design, 2001
46  Baseball Season Invitation, 1990
47  Basketball Pregame Party Invitation, 1990
48  Birtcher Lecture Program Brochure, 1989
49  Photos Board of Trustees Correspondence, 1988
50  Photographs Board of Trustees, 1990
51  Business Link Ken Blanchard Invitation Design, 2001
52  Calendar, Wall Design, 1998
53  Campaigns - Capital Campaign, 1989
58-60 Campus Map, 1989-1991

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    13  Child Development Center Brochure Design and Editing, 1990
    14  Cinco de Mayo Invitation, 1991
    15  Class Reunion Scholarship Fund Invitation, 1980
    16  Community Postcard Draft, 1991
    17  Community Service Program, 1985
    18  Contest Entries, 1989
    19  Corporate Associates Members, 1989-1990
    20  Corporate Associates Overview Design and Editing, 1990-1991
    21  Corporate Associates Graphics Package, 1993
    22  Cultural Diversity Project, 1991
    23  De Salles Hall Renaming Invitation Design and Editing, 1990
    24  Dean's Ball Invitation Design and Marketing, 1989
    25  Dean's Reception Invitation Design, 1990
    26  Dedication Hahn University Center Invitation Design, 1989
    27  Dedication Harmon and Olin Hall Invitation Design and Editing, 1983-1984

    [In addition to invitation design and editing material, includes text of speeches, materials for the Douglas Manchester Executive Conference Center Dedication and meeting materials from the June 14, 1983 New Buildings Public Relations Luncheon.]

28  Jenny Craig Pavilion/Eagen Memorial Plaza Dedication Invitation Design and Editing, 2000
29  Dedication - Kroc Institute for Peace and Justice Gift Card Design, 2001
30  Dedication - Kroc Institute for Peace and Justice Invitation, 2001
31  Dedication Conference - Kroc Institute for Peace and Justice, 2001
32  Dedication - Legal Research Center Printed Matter, 1990
33  Maher Statue Dedication Design and Editing, 1991
34  Dicta - Design and Editing, 1990
35  Memorial - I Brent Eagen Printed Matter Design and Editing, 1997
36 Memorial - I Brent Eagen Brochure Design and Editing, 1998
37 Eagen Plaza Plaque - Design and Editing, 2001
38 Eagen Plaza Scripture Plaques - Design and Editing, 2001
39 Eagen Prayer Plaque Booklet - Design and Editing, 2001
40 Early Music Festival Flyer Production, 2001
41 Early Music Festival Brochure - Design and Editing, 2002
42 Early Music Festival Program Research, 2002
43 Economic Impact Brochure - Design and Editing, 1996
44 Economic Impact Report - Design and Editing, 2002
45 Employee Merit Certificate - Design and Editing, 2001
46 Relay Team T-Shirt for USD Employee Picnic [Design], 1998
47 Employee Picnic T-Shirt Design and Production, 2000
48 Executopics Design and Editing, 1989 Summer
49-57 USD Facts Brochure, 1985-1997

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25 1 USD Facts Brochure Redesign, 1999
2-3 USD Facts Brochure Design and Editing, 2000-2002
4-12 Family Weekend Brochures, 1993-2001
13 USD Fiftieth Anniversary President's Club Dinner Invitation Design and Editing, 1999
14-15 USDs Fiftieth Anniversary Working Plan, 1999
16-19 Fine Arts Calendar Production, 2000-2003
20 Engstrand - First Forty Years Design and Marketing, 1989
21-24 Fleet Week Prayer Breakfast Invitation Production, 2000-2003
25 Foreign Language Department Brochure Design and Editing, 1992
26 Founders Gallery Exhibit Olaf Wieghorst, 2000
40 Golf Tournament Fundraiser Invitation, 1990
41 Graduate Perspective, 1991
42-43 Graduate Programs Brochure Design and Editing, 1988-1989
44 Guidelines - Communications, Internal, 1983
   [Includes 1983 "Internal Communications Program Proposal" the
   Public Relations Department Proposal to create an employee
   newsletter for internal campus communications. This report includes
   rationale for starting an employee newsletter and report of a survey
   conducted of area college employee newsletters including
   distribution, size, and cost of creation.)
45 Guidelines - Communication, 1986
46 Logos - Standards General Information, 1986
47 Logos - Standards Manual, 1993
48 Logos - USD Logo Guidelines, 1993
49 Hoehn Collection Gallery Exhibit Invitation, 2001
50 Ernest Hahn Dinner Invitation, 1991

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9-15 Inauguration Hayes, 1995
   [Includes invitation design materials, speech piece, and video
   package design.]
   [Includes designs for invitations and brochures.
25 Jenny Craig Pavilion Invitation Package Marketing, 1998
26 Jenny Craig Pavilion Solicitation Marketing, 1998
27 Jenny Craig Pavilion Hard Hat Design and Editing, 1999
28 Jenny Craig Pavilion Postcard Design and Editing, 1999
29 Junior Achievement Program, 2001
30 Leadership and Ethics Symposium Logo - James Bond, 2000
31 Brochures - Legal Research Center Campaign Design and Editing, 1988
32 Linda Vista Booklet, 1997
33 Los Angeles de Alcalá Dinner Invitation Design and Editing, 1990
34 Bishop Maher Dinner Invitation Design and Editing, 1990
35 Marketing Plans - SBA Student Papers, 1988
36 Marketing Plans - SBA Student Papers, 1993
37 MFA Theatre Arts Advertisement, 2001
38 Master of Laws in Taxation Brochure Design and Editing, 1990
40 Memo Cube Design and Editing, undated
41 Mission and Ministry Mission Statement, 1996
42 Mission and Ministry Christmas Cards, 1997
43 Momentum Correspondence, 1990
44 Momentum Design and Editing, 1992
45 Mortar Board Application Booklet, 2000
46 Mortar Board Installation Invitation Design and Editing, 2000-2001
47 Mortar Board Brochure, 2001
48 Mother Teresa's Visit, 1988
49 Parent Handbook, 2001
50-57 Parent Newsletter, 1984-1994

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27 1-6 Parent Newsletter, 1994-1997
7 Parent's Annual Fund Solicitation Design, 1989
8 Parents Association Newsletter, 1981
9-10 Parent's Association Board Members, 1982-1984
12 Parent Orientation Design and Editing, 1990
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President Hughes Slideshow, 1989
President Hughes Thanksgiving Cards Design, 1989
President Hughes Photos Editing, 1991
President Hughes "USD and the Catholic Church" Design, 1990-1991
President Hughes Christmas Cards, undated, 1993, 1995
President Hughes Fall Tour Brochure Design and Editing, 1994-1995
President's Christmas Cards Design and Editing, 1996
President's Club Newsletter Design and Editing, 1987
President's Club Dinner Invitation Design, 1989
President's Club Roundtable Invitation Design and Editing, 1990
President's Club Dinner Menu Design and Editing, 1991
President's Club Postcard Design and Editing, 1995
President's Report Correspondence, 1986
President's Report [Research, Design, and Editing], 1989-1991

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19-22 Presidential Debate, 1996
[Invitation package, photography, and volunteer information.]
23 Production Forecast, 1990
24 Psychology Brochure Design and Editing, 1991
26 Reception Paula Cordeiro Invitation, 1998
27 Reception Daniel Dillabough Invitation, 1998
28 Reception Joyce Neu Invitation, 2000
29 Reception Daniel Rodriguez Invitation, 1998
30 Janet Rodgen Retirement Invitation Design and Editing, 2002
31 Reunion Leadership Pledge Card Design and Editing, 1995
32 Rouault Exhibit Invitation Design, 2002
33 Road to College Brochure Design and Editing, 1993
34 Rugby Brochure Design and Editing, 1992
35-41 School of Business Alumni Association, 2000-2004
45-51 School of Law Alumni [Events design and editing], 1990-1997
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<td>Student Alumni Association By-laws, 1984</td>
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<td>Torero Athletic Fund [Brochure and Solicitation design], 1990-1995 1999</td>
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