

RECORD GROUP 9

UNIVERSITY RELATIONS, 1917 TO PRESENT DAY – SERIES D7-D49

Although this division was not formerly established until 1964, records of fund-raising activity date to 1911, the founding of the University. Today these files include those of the Vice-President of University Relations and the heads of Development, Public Relations and Alumni Relations.

A newspaper clippings collection of approximately 50 linear feet dates from 1919. There are also approximately 10 linear feet of press releases issued by Public Relations since 1928. Many campus publications have been created by this department and issue runs include magazines *Loyola* and *VISTAS*; newspapers *Lion & Gryphon*; *Spirit* and the newsletters *This Week*, *This Month*, *LMU News*, *Grapevine*, *Loyola Letter*, *Community News* and *Development Report and Honor Roll*.

Development Department records contain donor files beginning with a small box of index cards that records the names of approximately 500 donors to the university's first major capital campaign, the Building Fund of 1928. We request that researchers contact staff regarding access and restrictions for the donor files.

Alumni Relations records include the magazine *Alumnus*, alumni directories, Alumni Association files and numerous artifacts from reunions and other activities. These alumni activity files include those of graduates of the original St. Vincent's College.

Last updated March 11, 2011

Series 7: Director of Endowment Fund Program	5
Series 8: Associate Director of Development and Financial Planning	5
Sub series a: Leland I. Neff, ~1965	5
Sub series b: Mary David Collins, RSHM, 1973-1995	5
Sub series c: Susan Shepard, 1995-1996-.....	5
Sub series d: Marea Kelly, ~1997	5
Series 9: Director of Deferred Gifts	6
Sub series a: Leland I. Neff, 1966-1969	6
Sub series b: James M. Killeen, 1970-	6
Sub series c: David M. Morrissey, -1975-1976	6
Sub series d: Eldon J. Green, 1976	6
Sub series e: Philip Gray, 1977-1980.....	6
Sub series f: Paul H. Harris, 1980	6
Series 10: Director of Foundation Relations.....	6
Sub series a: Bruce Russell, 1967-1970	6
Sub series b: Anita Rook, 1970-1971	6
Sub series c: Richard W. Languirand, 1970-1971.....	7
Sub series d: Stewart Bachtelle, 1976	7
Sub series e: Marea E. Kelly.....	7
Sub series f: Melany Nunez Duval ('90), 1997-1999	7
Sub series g: Dr. Susan Tank Lesser, 2001-2003.....	8
Sub series h: James Simmons, 2003	8
Series 11: Director of Prospect Research	8

Sub series a: Anita Rook, -1969-1970	8
Sub series b: Lorraine M. Bennett, 1973-	8
Sub series c: Joy Barrett, -1975-1976	9
Sub series d: Eloise Craig: 1976	9
Sub series e: Donald V. Frye, 1976-1977	9
Sub series f: E. Nita Rasmussen, 1977.....	9
Sub series g: Michael Seymour, -1995-1997-	9
Sub series h: Aimee Fitzgerald, 2002-2004	9
Series 12: Director of Annual Support	9
Sub series a: Carole E. Schiffer, -1968-	9
Sub series b: Marvin S. Monroe, 1969-1972	9
Sub series c: David M. Morrissey ('64), 1972	9
Sub series d: Tom Raycraft, -1972-1976-.....	9
Sub series e: Dee Y. Flornes, 1982.....	9
Sub series f: Margaret F. Baird, 1985	9
Sub series g: Kathy X. Baker, -1988-	9
Sub series h: Carol L. Gilger, 1990-.....	10
Sub series i: Theresa M. McNamara, 1990-1993-.....	10
Sub series j: Kenneth Ferrone	10
Sub series k: Melany Nunez Duval ('90), 1996-1998	10
Sub series l: Ray Watts ('93), -1998-	10
Series 13: Director of Estate Planning	10
Sub series a: James M. Killeen, 1971-1972.....	10
Sub series b: Edward S. Slater, 1972	11
Sub series c: David M. Morrissey, 1973-1979.....	11
Series 14: Associate Director of Development for Marymount.....	11
Sub series a: Sr. Mary David Collins, RSHM, 1970-1972	11
Sub series b: Ray Watts ('93), -2001.....	11
Series 15: Assistant Dean for Law School Development.....	11
Sub series a: Terence K. O'Brien, 1971-.....	11
Sub series b: John Willis, 1974	11
Sub series c: Kenneth Ott, -2003-.....	11
Series 16: Assistant Director of Development.....	11
Sub series a: Marvin S. Monroe, -1971	11
Sub series b: David M. Morrissey ('64), 1971-.....	11
Series 17: Director of Tax and Financial Planning Programs	12
Sub Series 1: Paul Harris, -1975-.....	12
Series 18: Director of College Development	12
Sub series a: Richard Dumont, 1986	12
Sub series b: Barry L. VanderKelen, 199?-	12
Sub series c: Marea Kelly, -1991-	12
Series 19: Director of Campaign Planning	12
Sub series a: Barry L. VanderKelen, -1992-1993-	12
Series 20: Assistant Director of College Development.....	12
Sub series a: Rev. William B. Perkins, SJ, -1981-	12
Sub series b: Marea E. Kelly, -1990-	12

Series 21: Director of Development Services.....	12
Sub series a: Audrey M. Linde, 1990-1991	12
Sub series b: Susan Engel, 2000-2004	12
Series 22: Associate Director of Parent Support.....	13
Sub series a: Melany Nunez ('90), 1990-1994.....	13
Series 23: Associate Director of Annual Support and Regional Chapters ...	13
Sub series a: Ralph Consola ('87), 1993-1995	13
Sub series b: Melany Nunez ('90), 1994-1996.....	13
Sub series c: Pamela A Jones, 1997	14
Sub series d: Michael Yost ('88), 1997	14
Sub series e: Nancy Campbell ('93), 1999-.....	14
Sub series f: Donna Gray ('96), -2003-.....	14
Series 24: Associate Director of Annual Support Parent Relations	14
Series 25: Regents Liaison.....	14
Sub series a: Susan Shepard.....	14
Sub series b: Diane Duncan	15
Sub series c: Heidi Connelly, 2004-	17
Series 26: Associate Director of Alumni Support	18
Series 27: Director of Planned Giving	18
Sub series a: Janice Burrell, -1993-.....	18
Sub series b: Michael Mitchell, 1999	18
Sub series c: Joan Pohas, -2003-	18
Series 28: Athletic Programs Development Director	18
Sub series a: Brian Quinn ('63), 1998-.....	18
Sub series b: Brian Luft, -2003-.....	18
Series 29: Associate Director of Foundation & Corp. Relations.....	18
Series 30: Assistant Director of Planning Giving.....	18
Sub series a: Marita Sheehan, -1998-.....	18
Sub series b: Nancy Campell Byrne ('93), -2003-	18
Series 31: Business Admin. College Development Director.....	18
Series 33: Education School & Library Development Director	19
Sub series a: Desiree Colly, 2002-2004	19
Sub series b: Diane Duncan, 2004-2005	19
Sub series c: Collin Hinds, 2005-	19
Series 34: Film School & Com Arts College Dev. Director	19
Series 36: Bellarmine College and Leavey Center Development Director Joel Wyatt, 2002-	19
Series 37: Asst. Director of Athletic Giving Annual Support	20
Series 38: Alumni Giving 1978-92 Classes Annual Support Asst. Director .	20
Series 39: Alumni Giving 1993-2006 Classes Annual Support Asst. Director	20
Series 40: Associate Dir. of Parent Giving Annual Support	20
Series 41: Phonathon and Direct Mail Annual Support	20
Series 42: Assistant Director of Planned Giving	20
Series 43: Executive Director of University Relations Services	20

Series 44: Associate Director of University Relations	20
Series 45: Assistant Director of Development Services	20
Series 46: Director of Special Events.....	21
Series 47: Director of Annual and Special Campaigns.....	21
Series 48b: Executive Director of Development	21
Series 49: Executive Director of Corporate & Foundation Relations	21
Sub series a: Nancy Deutsch, -2006.....	21

[MS 9D7]

Series 7: Director of Endowment Fund Program

Leland I. Neff: correspondence, 1965

Series 8: Associate Director of Development and Financial Planning

Sub series a: Leland I. Neff, ~1965

Brochure, ~1965
Cor., 1965

[MS 9D8b-9D8b/2]

Sub series b: Mary David Collins, RSHM, 1973-1995

Unsorted

Benjamin Swig: correspondence, ca 1970-1980
Correspondence, policy statements and reports, cat 1960-198?
Fundraising dinner menu and program, 1968-1969
Sav-On, 1977
Group Effort fundraising auction: program, 1984
Group Effort fundraising auction: announcement; program; R.S.V.P. card, 1989
Group Effort fundraising auction: announcement; program; R.S.V.P. card, 1990

[MS 9D7]

Sub series c: Susan Shepard, 1995-1996-

Unsorted correspondence, 1995-1996

Sub series d: Marea Kelly, ~1997

Hal Roach, 1998
Hitachi

[MS 9D7]

Series 9: Director of Deferred Gifts

Sub series a: Leland I. Neff, 1966-1969

Sub series b: James M. Killeen, 1970-

Correspondence, 1970

Sub series c: David M. Morrissey, -1975-1976

Sub series d: Eldon J. Green, 1976

Sub series e: Philip Gray, 1977-1980

Correspondence, 1979; 1981

Sub series f: Paul H. Harris, 1980

[MS 9D10]

Series 10: Director of Foundation Relations¹

Sub series a: Bruce Russell, 1967-1970

Correspondence; report, 1968; nd

Sub series b: Anita Rook, 1970-1971

Correspondence; memoranda; reports, Jun-Sep 1970

correspondence; memoranda; reports, Oct-Dec 1970

correspondence; memoranda; reports, Jan-May 1971

correspondence; memoranda; reports, Jun-Sep 1971

correspondence; memoranda; reports, Oct-Dec 1971

¹ Previously Director of Foundation and Business Firm Solicitation or Capital Program Director or Government Relations Director.

Sub series c: Richard W. Languirand, 1970-1971

Sub series d: Stewart Bachtelle, 1976

Sub series e: Marea E. Kelly

Announcement, 1992

Sub series f: Melany Nunez Duval ('90), 1997-1999

Campaign Health Recreation Athletics, 1997-
Giving reports, 1997-1998
Law school, -1997-
Performance reviews, 1997
Prospecting notes, 1997
Staff retreat, 1997

[MS 9D10f]

Unsorted notes, 1997-1998

Ancient Mediterranean Studies Chair, 1998
Associate Director candidate search
Business Advisory Council, 1998

Campaign for Loyola Marymount: final report, 1998
Campaign gift reports, 1998
Christmas concert, 98

[MS 9D10f/2]

College for Communication and Fine Arts 25th Anniversary, 1998
Cor., Jul-Dec 1998
James Irvine Foundation: memos and reports, 1998
Memos and reports, 1998
Notes, Jan 1998

Partnership for Private Colleges: directory, c1998
Performance reviews, 1998
Post campaign goals, 98
Presidential Associates, 1998-

[MS 9D10f/3]

Regents, 1998
Special projects, 1998
Taxes
University Hall move, 1998
Univision, 1998
VP Rogers, 1998

Business Advisory Council, 1999
Cor., Jan-Jun 1999
Development Director meets, 1999
Executive MBA, 99
Giving reports, 1999-2000

[MS 9D10f/4]

Grand Reunion, 99
Memos and reports, 1999

Powerpoints, 1999
Wine Classic dinner, 1999

Biology
Bush visit, 00
Law school, 00
Lawton Inauguration

President O'Malley farewell: invitation list with annotations, 1999
Presidential Associates, 2000-2003
Professional development

[MS 9D11]

Sub series g: Dr. Susan Tank Lesser, 2001-2003

Sub series h: James Simmons, 2003

Series 11: Director of Prospect Research²

Sub series a: Anita Rook, -1969-1970

Correspondence; memoranda, reports, Feb-Oct 1969
Correspondence; memoranda; reports, Nov 1969 - Apr 1970

Sub series b: Lorraine M. Bennett, 1973-

Fund Finder: newsletter, May 1973

² Previously Research and Data Information Services Director or Research and Records Administrative Assistant.

Sub series c: Joy Barrett, -1975-1976

Sub series d: Eloise Craig: 1976

Sub series e: Donald V. Frye, 1976-1977³

Sub series f: E. Nita Rasmussen, 1977

Sub series g: Michael Seymour, -1995-1997-

Donor profiles, 1990-
Leadership master list, 1995

Research Services for University Relations: A Guide to Development Research,
memo., Feb 1996

Sub series h: Aimee Fitzgerald, 2002-2004

[MS 9D12]

Series 12: Director of Annual Support⁴

Sub series a: Carole E. Schiffer, -1968-

Brochures

Sub series b: Marvin S. Monroe, 1969-1972

Century Club: memo., 1968

Sub series c: David M. Morrissey ('64), 1972

Sub series d: Tom Raycraft, -1972-1976-

Sub series e: Dee Y. Flornes, 1982

Sub series f: Margaret F. Baird, 1985

Sub series g: Kathy X. Baker, -1988-

³ Cf. Record Group 4: Academic Affairs.

⁴ Or Annual Giving; Special Programs; Special Projects; Events.

Sub series h: Carol L. Gilger, 1990-

Announcement, 1993
Program review, 1996
Farewell

Sub series i: Theresa M. McNamara, 1990-1993-

Melany Nunez: personnel file, 1990-1993

Sub series j: Kenneth Ferrone

Sub series k: Melany Nunez Duval ('90), 1996-1998

Cor., 1996-1997
Meeting notes
Presidential Associates, 1996

[MS 9D12]

Associate Directors searches, 1997
Goals
Parent Relations Associate Director Jeanette Parker, 1997
Meeting notes, 1997
Presidential Associates, 1997

Horne, 1998
Mailings, 1998
Plans, 1998
Pres Ass., 1998
Registrar's Official Statistics, Spr 1998
Registrar's Official Statistics, Fall 1998

Sub series l: Ray Watts ('93), -1998-

Cor., 1998
Brochures and mailers, unsorted

Series 13: Director of Estate Planning

Sub series a: James M. Killeen, 1971-1972

Policy statements, 1972
Estate Planning: report, 1972

Sub series b: Edward S. Slater, 1972

Sub series c: David M. Morrissey, 1973-1979

Cor., 1974-1976

[MS 9D14]

Series 14: Associate Director of Development for Marymount

Sub series a: Sr. Mary David Collins, RSHM, 1970-1972

Benjamin Swig: correspondence, ca 1970-1980

Correspondence, policy statements and reports, cat 1960-198?

Fundraising dinner menu and program, 1968-1969

Sav-On, 1977

Group Effort fundraising auction: program, 1984

Group Effort fundraising auction: announcement; program; R.S.V.P. card, 1989

Group Effort fundraising auction: announcement; program; R.S.V.P. card, 1990

Sub series b: Ray Watts ('93), -2001

Series 15: Assistant Dean for Law School Development⁵

Sub series a: Terence K. O'Brien, 1971-

Policy statements, 1972

Sub series b: John Willis, 1974

Sub series c: Kenneth Ott, -2003-

Series 16: Assistant Director of Development

Sub series a: Marvin S. Monroe, -1971

Sub series b: David M. Morrissey ('64), 1971-

Policy statements, ca 1972

⁵ Previously Director or Associate Director.

Series 17: Director of Tax and Financial Planning Programs

Sub Series 1: Paul Harris, -1975-

[MS 9D18a - MS 9D18a/7]

Series 18: Director of College Development

Sub series a: Richard Dumont, 1986

[MS 9D18b - MS 9D18b/4]

Sub series b: Barry L. VanderKelen, 199?-

Sub series c: Marea Kelly, -1991-

Paz, Octavio, 1991
Campaign, 1992

[MS 9D19]

Series 19: Director of Campaign Planning

Sub series a: Barry L. VanderKelen, -1992-1993-

Memos and reports, -1992-

Series 20: Assistant Director of College Development

Sub series a: Rev. William B. Perkins, SJ, -1981-

Sub series b: Marea E. Kelly, -1990-

Correspondence, 1991-3

Series 21: Director of Development Services

Sub series a: Audrey M. Linde, 1990-1991

Sub series b: Susan Engel, 2000-2004

Hilton project, 1996

[MS 9D22]

Series 22: Associate Director of Parent Support

Sub series a: Melany Nunez ('90), 1990-1994

Memos and reports, 1990-1991
Weekly report, 13 Dec 1990

Class Representative Manual, 1991
Memos and reports, 1991-1992

Report, Oct 1992

Campaign for LMU, 1993-
Memos and reports, 1993
Policies drafts, 1993
Staff retreat, 1993
Undergraduate Majors: binder, c1993

[MS 9D23]

Series 23: Associate Director of Annual Support and Regional Chapters

Sub series a: Ralph Consola ('87), 1993-1995

Sub series b: Melany Nunez ('90), 1994-1996

Campaign for LMU: cor., 1994-
Memos and reports, Aug-Dec 1994

Faculty staff benefits
Staff retreat, 1994

[MS 9D23/2]

Board of Regents campaign, 1995
Chapters
Council for Aid to Education, 1995
Goals

Memos and reports, Jan-Aug 1995
Memos and reports, Sep 1995
Memos and reports, Oct 1995
Memos and reports, Nov 1995
Memos and reports, Dec 1995

Regionals

Retreat, 1995

[MS 9D23/3

Tax status, 1995

Memos and reports, 1996

Staff retreat, 1996

Tuition, 1996

[MS 9D23c]

Sub series c: Pamela A Jones, 1997

Cor., 1997

Sub series d: Michael Yost ('88), 1997

Sub series e: Nancy Campbell ('93), 1999-

Phonothon, 2000

Sub series f: Donna Gray ('96), -2003-

Series 24: Associate Director of Annual Support Parent Relations

Dorothy J. Parker, 1997

Mailing

[MS 9D24]

Mailing

Cor., 1998

[MS 9D25 - 9D25a/4]

Series 25: Regents Liaison

Sub series a: Susan Shepard

Regents, 1995

Contact reports, 1996

Budget 1998

Regents budget, 2000

[MS 9D25b]

Sub series b: Diane Duncan

Budget, 2001
Regents committees, 2001-
Campaign planning, Jan-Feb 2002

[MS 9D25b/2]

Campaign planning meetings, Jan-Feb 2002
Campaign planning, Mar 2002

[MS 9D25b/3]

Campaign planning, Mar 2002
Campaign planning, Apr 2002

[MS 9D25b/4]

Campaign planning, Jun-Nov 2002
Campaign planning, Nov-Dec 2002
Looney, 2002

[MS 9D25b/5]

Looney, 2002
Policies and forms, 2002

[MS 9D25b/5b]

Prospects, 2002

[MS 9D25b/5c]

Prospects, 2002

[MS 9D25b/6]

Regents Development Committee, Jan 2002-
Regents, Mar 2002

[MS 9D25b/7]

Regents, Apr 2002
Regents, Jun-Aug 2002

[MS 9D25b/8]
Regents, Jun-Aug 2002
Regents new members, 2002

[MS 9D25b/9]
Budget, 2003
Campaign planning committee, 2003
Campaign retreat, 2003

[MS 9D25b/10]
Campaign Steering Committee, 2003
Cor., 2003

[MS 9D25b/10b]
unprocessed, 2003
Cor., 2003

[MS 9D25b/11]
Cor., 2003

[MS 9D25b/12]
Looney, 2003

[MS 9D25b/13]
Regents, May 2003

[MS 9D25b/14]
Regents, May 2003
Campaign planning, 2004

[MS 9D25b/14c]
Campaign planning, 2004

[MS 9D25b/14d]
Campaign Steering Committee meetings, 2004

[MS 9D25b/14e]

Campaign Steering Committee meetings, 2004

[MS 9D25b/14f-9D25b/14ac]

unprocessed

[MS 9D25b/14b]

Campaign Steering Committee, 2004

[MS 9D25b/15]

Community Relations Committee, 2004
Looney meetings, 2004

[MS 9D25b/16]

Regents, Sep 2004

Campaign Steering Committee, Mar 2005

[MS 9D25b/17 - 30]

Unprocessed

[MS 9D25c]

Sub series c: Heidi Connelly, 2004-

A-L: Presidential appointments and briefings, 2003

[MS 9D25c/2]

M-Z: Presidential appointments and briefings, 2003

[MS 9D25c/3]

A-L: Presidential appointments and briefings, 2004

[MS 9D25c/4]

M-Z: Presidential appointments and briefings, 2004

[MS 9D25c/5 - MS 9D25c/9]

unprocessed

Series 26: Associate Director of Alumni Support

[MS 9D27]

Series 27: Director of Planned Giving

Sub series a: Janice Burrell, -1993-

Sub series b: Michael Mitchell, 1999

Sub series c: Joan Pohas, -2003-

Promotion kits and business cards, 2002

[MS 9D27]

Series 28: Athletic Programs Development Director

Sub series a: Brian Quinn ('63), 1998-

Press release, 2 Dec 1997

Sub series b: Brian Luft, -2003-

Promotion kit and business card, 2002

Series 29: Associate Director⁶ of Foundation & Corp. Relations

Courtney Surls, 1999-

Series 30: Assistant Director of Planning Giving

Sub series a: Marita Sheehan, -1998-

Sub series b: Nancy Campell Byrne ('93), -2003-

Series 31: Business Admin. College Development Director

Courtney Surls, -2003-

⁶ Or Assistant Director.

[MS 9D33]

Series 33: Education School & Library Development Director

Sub series a: Desiree Colly, 2002-2004

New Library Committee update, 30 Apr 2002

Campaign Steering Committee meeting library presentation: presidential
briefing, 10 Apr 2003

Sub series b: Diane Duncan, 2004-2005

Sub series c: Collin Hinds, 2005-

Email announcement, 2005

Series 34: Film School & Com Arts College Dev. Director

Donald Fraher, 2002-
Presentation kit, 03

Series 35: Sci. & Engineering College Development Director Molly Ann
Mroczynski, 2002-

[MS 9D36]

Series 36: Bellarmine College and Leavey Center Development Director Joel Wyatt, 2002-

Prospects: G
Prospects: H
Prospects: I
Prospects: J
Prospects: K
Prospects: L
Prospects: M
Prospects: O
Prospects: P
Prospects: R
Prospects: S

Prospects: K
Prospects: L
Prospects: M
Prospects: N

Series 37: Asst. Director of Athletic Giving Annual Support

Rob Anderson ('00), -2003-

Series 38: Alumni Giving 1978-92 Classes Annual Support Asst. Director

Jennifer Mangall ('97), -2003-

[MS 9D33]

Series 39: Alumni Giving 1993-2006 Classes Annual Support Asst. Director

Alex Chacon, -2003-

Series 40: Associate Dir. of Parent Giving Annual Support

Series 41: Phonathon and Direct Mail Annual Support

Development associate David Berry, 1993
Assistant Director Valerie Javier ('00), -2003-

Series 42: Assistant Director of Planned Giving

Valerie Javier ('00), -2003-

Series 43: Executive Director of University Relations Services

Jennifer Warwick, -2003-

Series 44: Associate Director of University Relations

Susan Engel, -2003-

Series 45: Assistant Director of Development Services

Donna Wong, -2000-2003-

Series 46: Director of Special Events

Alma Bachrach, -2003-

Series 47: Director of Annual and Special Campaigns

Ray Watts ('93), 2001-

[MS 9D49]

Series 48b: Executive Director of Development

Sub series a: Cathy Cosgrove

Series 49: Executive Director of Corporate & Foundation Relations

Sub series a: Nancy Deutsch, -2006