



Special Collections and University Archives

**Record Group 80
Executive Assistant to the President Collection**

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Last Modified December 11, 2023**

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**Executive to the President Collection; Record Group 80
Indiana University of Pennsylvania, Special Collections and University Archives
6 boxes; 6 linear feet**

Abstract

Collection contains files and printed documents from the office of Dr. Ruth A. Riesenman who served as Executive Assistant to a number of IUP Presidents. The collection ranges from 1969 to 2001. For more information, see Record Group 11 and Record Group 88.

Scope and Content

This collection is housed in six archival boxes. The collection includes awards, speeches, correspondences, commencement, inaugural, reports, and books concerning Dr. Ruth A. Riesenman.

Provenance

Unknown.

Restrictions

This collection is open for research.

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Processor

Summer 2006; collection was processed by Jessica Walko. Summer 2009; collection's finding aid was updated by Special Collections Staff.

Container List

Box 1 (33 folders) see also Record Group 11

1. The Gorell Recital Hall – IUP Inaugural Series, November 8-15, 1981
2. IUP The Frank And Mary Gorell: chamber Music Series, 1987-1993, 1995-1997
3. IUP Cogeneration Info
4. S.W. Jack Cogeneration Plant Information, Pictures, dedication
5. Energy Center Dedication, March 16, 1989
6. Cogeneration/ Energy, March 16, 1989
7. McNight Memorial, April 21, 1982
8. Charles P. Fuget, March 18, 1988 Medal of Distinction
9. Dougherty Baseball field Dedication
10. Dougherty Dedication, September 19, 1992
11. Cogen Groundbreaking
12. Library 500,000 Volume, September 3, 1980
13. Memorials
14. George A.W. Stouffer Hall Dedication, October 7, 1977

15. Zink Stright, October 2, 1976
16. Cob Groundbreaking, October 8, 1994
17. Cogen Energy (Cogeneration Building)
18. Esch/Wallace, October 6, 1973
19. Garden Club Dedication
20. Johnson Hall
21. Art Sculpture
22. McCarthy Hall Dedication, June 20, 1991
23. McCarthy Dedication
24. Sutton Restoration, April 29, 1983
25. Potter Memorial
26. Waller Dedication, October 20, 1989
27. Waller Hall Dedication
28. History of Waller Hall Dept. of Theater
29. Distinguished American Lecture Series
30. Series Organization
31. Alex Haley, 1991
32. Haley Lecture, September 25, 1991
33. Dedication of Halls on Campus
34. Eberly College of Business Dedication, April 17, 1996

Box 2 (41 folders) see also Record Group 11

1. Inaugural Alternative
2. Invitations To Inauguration, February 11-May 2, 1980
3. Dr. Worthen Inauguration
4. William F. Buckley Jack Lecture Series, September 1987
5. Ronald Shaffer, 1986
6. Howard Tompkins, November 15, 1986 Medal of Distinction
7. Distinguished Artists Plaque
8. Nien Cheng Dinner, February 26, 1990
9. Nien Cheng, February 26, 1990 Medal of Distinction
10. Joseph Serene, June 14, 1986 Medal of Distinction
11. Gen. Alexander Haig, September 26, 1985 – Jack Lecture Series
12. Retirement
13. Refocus
14. Norberg Retirement, July 18, 1995
15. Dr. Nancy Newkerk (1928-2017) Dinner, July 10, 1994 (see Manuscript Group 228)
16. Fran's Retirement Luncheon
17. Jack Lecture, 1991
18. Lecture Series Arthur Miller, September 29, 1992
19. Arthur Miller (1915-2005), 1992
20. Jack Lecture, 1984
21. Jack Lecture, 1985-1986
22. Jack Lecture, 1987
23. Jack Lecture, 1988
24. Jack Lecture, 1989

25. Jack Lecture, 1990: Colin Powell
26. Jack Lecture, 1992
27. Jack Lecture, 1993
28. Lecture Series Committee (1)
29. Lecture Series Committee (2)
30. Arthur Miller Lectures
31. Professor Arthur Miller, September 1992
32. Arthur Miller
33. Arthur R. Miller Jack lecture series, September 24, 1992
34. William Lund, 1989
35. Charles Davis, 1988 Medal of Distinction
36. Sandra Day O'Connor (1930-2023), first woman appointed to the United States Supreme Court (1981-2006), November 15, 1989 (audio recording digitized)
37. Marvin Kalb Jack Lecture Series, September 24, 1986
38. Carl Sagan Jack Lecture Series, September 26, 1984
39. Louis Rukeyser, 1990
40. Rukeyser Lecture Series, September 26, 1990
41. Peggy Noonan, October 4, 1994 Jack Lecture

Box 3 (40 folders) see also Record Group 11

1. Welty Investiture, November 8, 1985
2. Investiture Procedure, 1985
3. Investiture Distribution Speech
4. President Investiture Luncheon
5. Inaugurations
6. IUP Representative to Lanni Inaugural
7. Hassler Inauguration, 1969
8. Inauguration File
9. Inauguration
10. Announcement List
11. Investiture Script
12. 20th Anniversary Inauguration Committee, 1989
13. 20th Anniversary Inauguration Committee, 1985
14. Anniversary (20th) Celebration Week of Events
15. November 3-9, 1985 20th Anniversary – University Strike
16. 20th Anniversary / Inauguration - Invitation list and dinner
17. Investiture of Dr. John D. Welty
18. Stapleton Library Groundbreaking, December 15, 1978
19. Library Dedication, 1981 (see Record Group 60)
20. Correspondences and Miscellaneous Notes Library Dedication
21. Stapleton Library Dedication
22. Library Invitations
23. Library Invitation List
24. Inauguration Speeches, May 2, 1980
25. Symposium Committee Minutes
26. President Inauguration Packet

27. REPORT to IUP alumni Newspaper, August 1980
28. Inauguration Planning
29. Symposium Receptions
30. Steering Committee Minutes
31. Inauguration of President Worthen, 1979-1985 papers
32. General Invitation
33. Investiture of President Wilburn, May 16, 1976
34. IUP President Comments on Inaugural Symposium weekend
35. Indiana Gazette, IUP 20th Anniversary Supplement, October 31, 1985
36. Investiture 1976 Robert Charles Wilburn
37. President Worthen Inauguration
38. 20th Anniversary and Investiture of President John D. Welty
39. Inauguration Materials
40. Invitations and Programs

Box 4 (27 folders) see also Record Group 11

1. The Investiture of Dr. John D. Welty (see Record Group 11)
2. Inauguration General Information Programs From Other Colleges (1)
3. Inauguration General Information Programs From Other Colleges (2)
4. Inauguration Materials
5. Worthen Inauguration, 1979
6. Investiture Material
7. Pace Univ. Inauguration of Patricia O'Donnell Ewers
8. Indiana University of Pennsylvania (IUP) Honors Convocation Program
Investiture of Dr. Pettit 1993
9. *The Penn* Student Newspaper, May 3, 1993 – Dr. Pettit 21st IUP President
10. Lawrence K. Pettit Investiture Materials and Planning
11. Personnel Birthdays
12. Provost Mark Staszkievicz, 1994
13. Certificate of Appreciation
14. The Capital Campaign Report
15. Certificates
16. Capital Campaign Kickoff, April 29, 1987
17. Capital Campaign, October 30, 1987 GALA
18. Boardwalk Bowl
19. Concessions Account, 2000-2001
20. ARA, 2000-2001
21. Discretionary Account, 1999-2000
22. The Foundation For IUP Request For Disbursement (1)
23. The Foundation For IUP Request For Disbursement (2)
24. Beverly Sills, September 22, 1988
25. Potter Fund Closed, 1992-1993
26. Student Union Dedication
27. John Sutton Hall Restoration

Box 5 (39 folders) see also Record Group 11

1. The Oak 1994 Reflecting Challenges
2. The Campaign For Indiana University of Pennsylvania- Into The Twenty-First Century (3)
3. The Capital Campaign
4. The I-Uppers Alumni Reunion Weekend, 1997
5. Indiana Evening Gazette, October 12, 1974
6. Indiana University of Pennsylvania Alumni Memory Book Class of 1932
7. Indiana University of Pennsylvania Alumni Memory Book Class of 1947
8. Indiana University of Pennsylvania Alumni Memory Book Class of 1952
9. Indiana University of Pennsylvania Alumni Memory Book Class of 1957
10. Indiana University of Pennsylvania Alumni Memory Book Class of 1962
11. Indiana University of Pennsylvania Alumni Memory Book Class of 1967
12. Indiana University of Pennsylvania Alumni Memory Book Class of 1972
13. John Sutton Hall Restoration Celebration, April 29, 1983 (27)
14. John Sutton Hall-A Victorian Restoration (8)
15. John Sutton Hall Task Force Final Report, Spring 1995 (8)
16. A Guidebook To John Sutton Hall (2)
17. Landmarks Planning, Inc. Report on John Sutton Hall
18. Camera Portfolio: Americana
19. Indiana University of Pennsylvania Residential Facilities Master Plan Draft
20. IUP Graphic Standards Program
21. Breezedale The Restoration (4)
22. The Berman Collection The State System of Higher Education Commonwealth of Pennsylvania, October 1, 1991
23. Welcome Back to the Memories, Indiana University of Pennsylvania, 1940's (see Record Group 28)
24. The 1975 Centennial Scrapbook (9)
25. Owen J. Dougherty Field Dedication, September 19, 1992 (9)
26. IUP's Millennium Party, January 17, 2000 (36)
27. The Indiana Story, 1875-1975 (2) John Merryman
28. Benjamin E. Mays Monograph Series "Scholarship and Excellence," Volume 1, Number 1, 1987 (2)
29. Convocatum Est
30. The Mission and Strategic Direction Statements State System of Higher Education Commonwealth of Pennsylvania
31. Mrs. Lieutenant
32. IUP Commencement, 1984 (see Record Group 35)
33. IUP Commencement, 1986 (2)
34. IUP Commencement, 1987 (2)
35. IUP Commencement, 1988
36. IUP Commencement, 1989
37. IUP Commencement, 1992
38. The Source IUP Student Handbook, 1995-1997 (2)
39. Energy Independence. The S.W. Jack Cogeneration Plant

Box 6 (48 folders) see also Record Group 11

1. Breezedale, Indiana University of Pennsylvania, Indiana, Pennsylvania (2)
2. The Dedication of Breezedale, April 21, 1989 (2)
3. Twenty-fifth Anniversary Celebration John Sutton Hall Commemorative Booklet, December 16, 1990 (2)
4. First Catalogue of the Officers & Students of the State Normal School of the Ninth District Indiana Pennsylvania, 1875 (2)
5. The Cue
6. Seventeen 17 button (8)
7. Becoming a University (2)
8. Report to the Alumni
9. College Brochures (13)
10. Transfer of the Deed Ceremony
11. The dedication of McCarthy Hall, June 20, 1991
12. Groundbreaking Ceremony for the IUP Cogeneration Facility
13. IUP Football Brochures (3)
14. Pennsylvania Education the Master Plan (2)
15. Liberal Studies Program Council of Trustees, May 15, 1987
16. The Marching Band Under the Direction of Dr. Charles Casavant (2)
17. Gorell Brochures (3)
18. President's Apartment Greeting Cards (13)
19. IUP Undergraduate Catalog, 1974-1976
20. IUP Undergraduate Catalog, 1973-1974
21. IUP Undergraduate Catalog, 1972-1973
22. IUP Undergraduate Catalog, 1971-1972
23. IUP Undergraduate Catalog, 1970-1971
24. IUP Undergraduate Catalog, 1969-1970
25. IUP Undergraduate Catalog, 1968-1969
26. IUP Undergraduate Catalog, 1967-1968
27. IUP Undergraduate Catalog, 1966-1967
28. IUP Undergraduate Catalog, 1965-1966
29. Indiana State Teachers College Undergraduate Catalog, 1964-1965
30. Indiana State Teachers College Undergraduate Catalog, 1963-1964
31. Indiana State Teachers College Undergraduate Catalog, 1962-1963
32. Indiana State Teachers College Undergraduate Catalog, 1961-1962
33. Indiana State Teachers College Undergraduate Catalog, 1953-1954
34. Indiana State Teachers College Undergraduate Catalog, 1952-1953
35. Indiana State Teachers College Undergraduate Catalog, 1951-1952
36. 1875-2000 125 Years IUP Sticker Roll (4)
37. Conference Invitation From Lawrence K. Pettit and James H. McCormick
38. The President's Five-Year Report, 1992-1997 (8)
39. IUP Magazine the 125th (4)
40. Charter Application By Phi Beta Kappa, October 30, 1997 (2)
41. The Honors Convocation Program and The Investiture of Dr. Lawrence K. Pettit, May 2, 1993 (11)
42. Folder of Envelopes, Greeting Cards, and Invitations from President Pettit

43. "From Normal Schools to Universities: Power and Politics in Pennsylvania Public Higher Education-A Historical Perspective." March 23 & 24, 2000
44. IUP in the News (2)
45. IUP Handout on Fees (3)
46. The Future at the Bicentennial
47. The Story of a Man Dr. Willis E. Pratt, President
48. Investiture Address President John D. Welty (2)