Overview of Collection

Creator: Susan Johnson, administrative assistant to office of the President of Surry Community College and the Board of Trustees for the college from 1968 until 2009.

Title: Susan Johnson Collection

Quantity: 3 cubic feet

Abstract: Susan Johnson began taking classes at Surry Community College in 1966, the first year the college opened. She graduated from Surry in 1968. During her time as a student she worked in the administration office typing correspondence and meeting minutes. When the president’s secretary resigned Ms. Johnson was offered the job. She was administrative assistant to five presidents, in the position for forty years.

The collection consists of materials Ms. Johnson collected during her time as administrative assistant. Most items pertain to the college.

Language: English

Repository: Surry Community College Archives

Scope and Contents:

This collection is three cubic feet of materials donated by Susan Johnson, administrative assistant to office of the President of Surry Community College. There are college catalogs, faulty/staff handbooks, postcards of Surry, Fact Books, Institutional Effectiveness Plans, newspaper clippings, master campus plans, and etc. Materials are dated from 1968 to 2004. Please see series list for a complete list of materials.

Arrangement of Collection:

The collection is arranged by materials and by date.

Restrictions:

The collection is available to the public after an interview with library personnel.
Inventory:

Box 1:
Surry Community College Catalogs 1968-1998
Surry Community College Student Handbooks 1966-1977
Surry Community College post card (multiple copies) date?
NC Community College System Travel Guide
Glossary of Misused Words and Phrases
Fairly Familiar Phrases by Mary Louise Gilman
One Word, Two Words, Hyphenated? By Mary Louise Gilman
More Humor in Court edited by Mary Louise Gilman

Box 2:
Surry Community College Faculty Handbooks 1965-1985
Three yearbooks from Wayne Community College

Box 3:
Telephone Directory January 1982-Cover: students in front of Library at SCC
Telephone Directory 2003-2004 –Yadkin Center on front cover
Self-Study Reports 1971-1973
Fact Book 1996

Miscellaneous Files:
Newspaper Clippings Tennis Team 1979
SCC Renovations R Building 2014
Master Campus Plan 1993
Search Committee 1994
Grave Registry for the Church of Jesus Christ at Latter Day Saints at Shelton town
Formation of Patrick County
It’s good to Remember: A Nostalgic Glimpse of the famed Kenlin Hotel
Local History and Biography SCC by James Bledsoe

President’s Reports to the Board 1978-1988

SCC 25th Anniversary brochures

SCC Installation and Dedication September 24, 1967

Music Programs

SCC Alma Mater

Family Circle Makeover Articles March 19, 1985