Assistant Vice President of Administration  
and Director of Admissions  
1980-1984  

University Archives  
University of South Carolina  

BOX 1  
Chronological:  
July. Correspondence re requests for admission, requests for information on the university, and other general correspondence.  
August. General correspondence re departmental budgets and appeals for admission.  
September. General correspondence re travel and staff. Also includes correspondence concerning financial aid applicants.  
October. General correspondence re recruitment practices, operating budget, and requests for information.  
November. General correspondence re financial aid and space allocation.  
December. General correspondence re mailing lists and other topics.  
January. Correspondence re Faculty House membership, procedures for evaluating applicants, and other matters.  
February. Correspondence re admissions, faculty club membership, and funding issues.  
March. General correspondence re the University’s desegregation program and the Faculty House.  
April. General correspondence re affirmative action programs and office equipment.  
May. General correspondence re students’ special requests and office equipment transfers.  
June. Correspondence re the minority recruitment program, office equipment, and Faculty House memberships.  

Departments:  
Admissions:  
General. Correspondence, admissions surveys, statistics, and other publications re college admissions.  
Budget. Admissions Office budget authorization forms.  
Carolina Scholars. Correspondence re the recruitment of Carolina Scholars.  
Correspondence. General correspondence re admissions, requests for information on the university, and special requests for admission.  
Enrollment Stats (4 Folders). Statistics re enrollment, admissions, transfers, and many other aspects of the University. Also includes
information on student SAT scores, grade point averages, and enrollment trends.

Policies: New and Rewrites. Correspondence re changes to university admissions policies.

Registrar. Correspondence re the establishment of a system-wide registration system and a standardization of the campus registrars.

**BOX 2**

Staff: General and Meetings. An Admissions Office summary of duties, correspondence re office positions and filling vacancies, and minutes of admissions staff meetings.

South Carolina College. Correspondence re the South Carolina College curriculum and statistics on SCC admissions.

Status Reports—Monthly. Monthly admissions status reports from the Admissions Office to President Holderman.


Statistics—Fall 1982. Statistics re the Fall 1982 entering class.

Testing. Correspondence re testing methods, testing methods, and the results of an in-depth survey of the Fall 1982 freshman class.

Tuition and Fees. Correspondence and other material re changes to the schedule of feeds, including a comparison with other southern, public universities.


Archives and Museums:

General. Correspondence concerning the physical plant of McKissick and the museum’s collections.

Broadcast Communications Archives. Correspondence re a proposal to establish a broadcasting communications archives.

Budget. Correspondence re the operating budget of McKissick Museum and the Admissions Office.

Capitol Campaign. Correspondence re fundraising campaigns and material from a workshop on conducting campaigns.

Education Museum. Correspondence re the education museum and its objectives and programs.

Exhibits and Programs. Includes general correspondence re McKissick Museum exhibits, grants, and other projects.


Requests. Includes requests for changes to the McKissick physical plant, grant applications, and other requests from the museum.

Staff. Correspondence re positions and vacancies at the McKissick Museum. Also includes material relating to the search for a new director.

Career Planning and Placement:
- General. Correspondence re career planning services for alumni and students.
- Reports and Programs. Correspondence re career planning and reports on career planning services. Also includes a profile of the 1982 entering class and a research summary of University 101 students.
- Budget. Correspondence and other material re the career planning budget.
- Staff. Includes organization charts and correspondence re the establishment of new positions.

Carolina Coliseum:
- General. Correspondence re rental of the coliseum, coliseum programming, and other issues relating to the Carolina Coliseum.
- Budget. A financial report of coliseum contracts and information re the taxation of coliseum revenue.
- Word Processing. Correspondence re computer systems at the Carolina Coliseum.
- Staff. Correspondence re positions and vacancies at the Carolina Coliseum, a proposed reorganization plan, and organizational charts.

Division of Administration:
- General. An itinerary of budget meetings and a letter re staff development.
- Budget. The 1982-1983 Administration Office budget and information on the reclassification of staff positions.
- Group I. Correspondence re the Instructional Service Center’s involvement with the Office of Administration.
- Group II. Correspondence and notes re the Office of Administration Group II meeting.

Educational Foundation. Correspondence re the educational foundation’s computer system and the internal audit of the Educational Foundation.

Information Services. Correspondence re the reorganization of printing services and the possibility of making space for information services.

Instructional Services:
- General. General correspondence re instructional services, its programs, and staff.
- Equipment. Correspondence requesting equipment for the Instructional Services Center.

http://www.sc.edu/library/socar/archives/finding_aids.html
ITV. Correspondence re ITV programming and scheduling.
Staff. General correspondence re instructional services positions and vacancies.

Printing Services:
General. Includes printing services budget information, organizational charts, and an evaluation of the USC Printing Department.
Special Projects. Correspondence re printing services special projects, including football programs and fundraisers.

Student Financial Aid. Correspondence re the USC college workstudy program, the payment of scholarships, and other issues. Also includes summaries of financial aid awards and contracts with the financial aid office.

**BOX 3**

**Committees and Organizations:**

 ACCRAO. Minutes from the executive committee of the ACCRAO meeting.
 Admissions Committee, Feb. 17, 1982. Information on priority admissions, a copy of the acceptance letter sent to applications, and acceptance statistics according to school.
 Admissions Committee. Minutes of the faculty admissions committee meeting, enrollment statistics, and organizational charts.
 Assistant/Associate Deans Council. Minutes of dean’s meetings, subcommittee on undeclared majors report, and other correspondence.
 Athletic Advisory Committee. Includes the annual report of the athletic advisory committee, minutes of the committee’s meetings, and information on changes to NCAA regulations.
 CACRAO. Includes correspondence, minutes of the CACRAO meetings, and other material.
 Carolina/Chamber Affairs Committee. An economic impact study of USC on the Columbia area and minutes of the committee meetings.
 College Admissions/High School Counselors Articulation Committee. Information on Francis Marion and Clemson universities and general correspondence.
 Funding Information. Budget information for recruitment programs, particularly minority recruitment and affirmative action programs.
 Minority Office. Correspondence re the monitoring of the University’s minority recruitment program and a visit by the U.S. Department of Education’s Office on Civil Rights.
 Proposals. Proposals for recruitment programs and proposed changes to the desegregation activities.
 Coliseum Advisory Committee. Committee minutes and Carolina Coliseum promotional material.
 Columbia Chamber of Commerce (2 Folders). Chamber of Commerce meeting minutes, South Carolina economic outlook studies, and chamber of commerce reports.

http://www.sc.edu/library/socar/archives/finding_aids.html
Columbia Development Corporation. Letter announcing a meeting of the Columbia Development Corporation.

Commencement Committee:
- May 1983. General material re May 1983 commencement, including honorary degree speakers, ceremony outlines, and information re committee meetings.
- August 1982. Includes a list of the platform party, text of speaker’s addresses, ceremony outline, and other general information.
- Spring 1982. Material re commencement speakers and honorary degrees, committee meetings, and an outline of the ceremony.

Commission on Higher Education. Correspondence and statistics re state appropriations for USC, preventive facility maintenance, and the development of a statewide student transfer policy.

Computer Services Advisory Committee. Memo re the university forms database.

Faculty House Board of Governors. Correspondence re reorganization of the Faculty House, information re the Faculty House’s budget and finances, and other material.

Membership Committee. Includes information re members, membership policies, and corporate membership invitations.

Minutes. Minutes of the Faculty House Board of Governors’ meetings and other Faculty House subcommittees.

Faculty Senate. Minutes of two faculty 1982 Faculty Senate meetings and College of Education proposals to be considered by the Faculty Senate.

Legal Residency Committee (2 Folders). Residency Committee meeting minutes.

Mortar Board. Information re Mortar Board membership and publication. Also includes a Mortar Board policy manual.

Mortar Board Scholarship. Correspondence re the selection of Mortar Board scholarship recipients.

BOX 4

Museum Advisory Committee. Material re USC Archives program of identifying important Carolina families, a proposal for a certificate in museum management, and minutes of the ad hoc committee on museum studies.

Research Subcommittee. Minutes of the research subcommittee and lists of corporate research sponsors.

Scholarship and Financial Aid Committee: Correspondence re financial aid staff, financial aid distribution, scholarships, and an impact analysis of Pell Grant Reductions.

Meeting, April 27, 1983. Minutes, report on why students decline loans, agenda, and other material.

Meeting, March 31, 1983. Agenda, minutes, report on awards and applications, and a proposal for an incentive scholarship for mature students.


Meeting, June 14, 1982. Minutes, agenda, and the scholarship program report.

Meeting, April 28, 1982. Includes a proposal to use private funds for developing student aid funds.


Meeting, December 7, 1981. Agenda, minutes, and other material used by the committee.


Meeting, July 15, 1981. Minutes, meeting agenda, proposal for changes to the student employment wage rate.

South Carolina College Policy Committee. Committee minutes and a proposal for an H-Option program.

Supreme Court Committee. Material relating to cases heard by the University of South Carolina Supreme Court.

System Review Committee. Proposed budgets for 1981-1982 and correspondence re the committee’s goals.

University Press Committee. Meeting minutes and University Press policies. Also includes financial information.

“We the People.” Description of the We the People program and a list of its members.

Alphabetical:

Athletics. The University admissions policy, academic standards for athletes, and other material re athletics and academics.

Copy Center. Correspondence re copy center policies, the use, maintenance, and placement of copy machines.

Disabled Student Services. Includes information re the Woodrow I.C.F. program and disability services.

Faculty Senate. Faculty Senate meeting minutes, 1981-1983.

Handicap Olympics. Material re the University’s involvement in the 1984 Handicap Olympics.

President Holderman. 1982 State-of-the-Campus address and a report to Holderman re University-State relations.

Housing. Housing census reports, May-August 1982.

Law School. An academic profile of the Fall 1981 entering class.

Miscellaneous. Various business publications, University publications, and miscellaneous correspondence.

Operation Serve. Materials re Operation Serve, including volunteer programs, volunteering opportunities, committee material, and new releases.

http://www.sc.edu/library/socar/archives/finding_aids.html
Personnel. Includes information re hiring and pay freezes.
Speech Materials. Includes speeches and copies of the Bylaws of the USC Board of Trustees, the Carolina R&D Foundation, and the South Carolina Educational Foundation.
State Fair Exhibit. Correspondence re the exhibit’s budget.
Summer School. Minutes of the Summer School Coordinating Committee. Also includes the report of the Committee to Study Summer School and changes to the Summer session.
United Way Campaign. Correspondence re fundraising for the United Way.
USC Appreciation Day. Material and correspondence re the planning and coordination of USC Appreciation Day.
Word Processing. Includes the University’s plan for word processing, and the University’s principal uses for word processing, with examples.