Records, Dean of Administration
1954 – 1961
(William H. Patterson)

University Archives
University of South Carolina

Note: As Dean of Administration, Patterson managed the daily operations of the University, particularly the maintenance and expansion of the physical plant. Included are correspondence, plans, and specifications regarding renovation and construction projects, as well as policies and procedures for administrative and academic units. In 1961, Patterson became Dean of the University, a position which evolved into the Provost.

BOX 1

1954-1955:
Armed Forces. Ballistic projectile research, correspondence courses for military personnel.
Associations:
   Association of Land-Grant Colleges and Universities. Decision not to join.
   National Education Association. Survey on personnel needs.
   Southern Association of Colleges and Secondary Schools. Scholarship survey.
Board of Women Visitors. Report to.
Budget:
   1953-54. Budget sheets.
Building Program:
   General. Includes tuition bonds for construction, report on building program, building permits.
   Administration Building (Osborne). Primarily installation of air conditioning.
   Business Administration (Callcott). Correspondence, specifications, and plans for new building.
   Education, School of. Additions and repairs.
   Engineering Lab. Includes specifications and construction schedule.
   Fine Arts Building. Initial planning.
   Fire Protection. Includes fire inspection report.
   Horseshoe Dormitories. Renovations.
   Land. Map of plats between Green, Sumter, Devine & Main streets.
   Legare. Renovations.
   Men’s Residence Halls (McBryde). Construction of, including some specifications.
Parking. Violation by faculty member, requests for permits.

Rutledge Chapel. Renovation of.

Sprinkler System. Installation of automated sprinkler system, fire safety inspections.

Student Union I & II (Russell House). Correspondence, reports, specifications, plans.

Steam Plant Boilers. Conversion from coal to gas and oil.

Tuition Bond Construction. Funding for construction projects.

University Terrace. Re: acquisition of.

Women’s Dormitory. Correspondence, plans, & specifications re: McClintock.

Buildings & Grounds:
- General. Includes removal of houses from USC property, building markers, space needs, repairs needed at stadium, summer renovation program.
- Dormitories. Regulations, renovations, furniture.

Departments & Schools:
- Alumni. Survey results on college & alumni relationships.
- Anthropology & Sociology. Equipment and space requests.
- Band. Need for lights on rehearsal field, transfer of instruments.
- Bible & Religion. Equipment, role of chaplain.
- Biology. Expenses.
- Bookstore/Campus Shop. Includes finances, selection of Wedgwood commemorative plates.
- Business Administration. Purchase of maps, space assignments.
- Canteen. Financial statements.
- Carovets Apartments. Primarily re: new regulations banning pets and orders for residents to get rid of pets.
- Chemistry. Equipment, faculty activities.
- Dean of Women. Dormitory lighting, use of Sims College by Girls State, rent for sorority rooms.
- Depository. Financial reports.
- Director of Student Activities. Abolishment and reassignment of duties.
- Dramatics. Funding, Town Theatre.
- Education. Includes conference, visiting instructors, faculty, librarian of University High School.
- Engineering. Includes scholarships, lab equipment needs, remodeling of building.
- English. Teachers clinic.
- Extension Division. Includes finances, correspondence courses for the Armed Forces, semi-annual report, evening classes.
- Foreign Languages. Budget, assistantships, faculty activities.
- Geology & Geography. Establishment of weather station, equipment needs.
- Homemaking. Disposal of equipment.
- Infirmary. Includes budget, renovations, policies.
Law School. Budget, staff needs, problems with library air conditioning, faculty activities.
Laundry. Financial statements, contract cancellation.
Machine Records Office. Includes staff organization, procedures, work reports.
Maintenance & Repair of Buildings & Utilities. Includes termite treatment, equipment, campus inspection report.
Mathematics. Includes faculty activities, observatory.
McKissick Library. Includes acquisitions, addition of shelving, microfilm.
Men’s Residence Halls. Repairs, regulations.
Music. Improper use of University music scores, organ purchase.
NROTC. Tuition and other fees.
News Service. Finances.
Pharmacy. Scholarships, injury to student during experiment.
Physical Education. Swimming pool schedule, parking tickets of athletes.
Physics. Equipment and space needs, visiting lecturers, seismology conference.
Police and Watchmen. Policies, parking tickets.
President’s Office. Includes renovation projects, retirement policies.
Purchasing & Central Stores. Furnishings and policies.
Registrar. Includes regulations and procedures, enrollment statistics, exam information, staff.
Sims Washette. Financial reports on operation of Sims College washette and canteen.
South Caroliniana Library. Funding, needed repairs, staff salaries.
Stadium & Athletic Fields. Needed repairs to stadium.

BOX 2

Telephone System. Changes in.
Treasurer’s Office. Includes financial statements, staff duty chart, procedures.
University Cafeteria. Report re: suspected food poisoning.
University Press. Re: papers and possible biography of Blondelle Malone.
Wade Hampton Cafeteria. Finances.
Women’s Residence Halls. Includes renovation plans.
YMCA & YWCA. Includes freshmen camp, Religious Emphasis Week.
Fees. Statement on collection of, refund requests.
Furniture. Includes bids and specifications for dormitory furniture.
Fraternities. Primarily re: fraternities delinquent in room rents.
Insurance. Includes student insurance plans, fire inspection reports, fire damage.
Makins Convocation. Arrangements for.
Retirement. Policies.
SC Government. Audit report, water rates, appropriations request.

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Student Activities. Funding, debate team, University Day.
Student Aid. Inquiries into and awarding of.
Student Publications:
   Gamecock. Moving plans, liquor ad, phone system.
   Garnet and Black. Moving plans, photographer.
Summer School. finances.
University Council. Minutes, reports & recommendations re: University policies, academics.
WUSC. Need for off-campus phone connection, moving plans.

1955-56:
Atomic Energy. Re: research projects.
Budget 1955-56. Includes reallocation of building funds.
Budget 1956-57. Biology needs, Sims, Athletic Center.
Building Program:
   General. Includes planetarium, building permits, student union building furnishings.
   Athletic Center (Roundhouse). Planning and construction of.
   Business Administration. Air conditioning, elevator, plaque.
   Education. Landscaping, remodeling.
   Engineering. Lab extension, building remodeling plans.
   Fine Arts Building. Includes bids.
   McKissick. Renovations, ideas for new library.
   Men’s Residence Halls. Includes dormitory courtyard plan, fraternity houses.
   Russell House. Completion of, furnishings.
   Rutledge Chapel. Renovation plans.
   Sprinkler System. Installation.
   Steam Plant Boilers. Additions and alterations.
   Women’s Dormitories. Furnishings and landscaping.
Buildings and Grounds:
   General. Includes student union, landscaping plans, traffic signal.
   Dormitories. Possible addition to Wade Hampton.
   Fire Protection. Watchmen duties.
   Parking. Complaints re: tickets, requests for special permits.
Departments & Schools:
   Administration. Re: air conditioning.
   Alumni. Furnishings.
   Anthropology and Sociology. Location of.
   Band. Budget, assistantships.
   Biology. Budget, 1st Ph.D. candidate, research.
   Bookstore. Primarily re: finances.
   Bureau of Business and Research. Requirements for special work.
   Bureau of Educational Research. Research project.
   Canteen. Financial statement.
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Carovet Apartments. Requests for spaces, finances.
Duplicating Office. Finances.
Education. Includes budget, broken window panes, equipment, libraries.
Extension. Includes University exhibit at State Fair, staff and faculty activities, WUSC location.
Engineering. Includes student assistants, space needs, equipment, research.
High School League. Location of.
Maintenance of Heating Plants. Includes steam line breaks, inspections.
Maintenance of Buildings and Utilities. Includes elevators, ceiling replacements, on-the-job accidents, exterminator.
McKissick. Includes departmental book fund allocations.
Men’s Residence Halls. Inspections, furnishings, unauthorized residents.
Music. Status of University Band, condition of chapel organ.
NROTC. Interest in new building, enrollment figures.
Physical Education. Student lounge, use of facilities.
Physics. Primarily security clearances, lab needs.
Police and Watchmen. Includes parking, fire inspections, radios.
Registrar. Includes College Day, registration policies and procedures.
Sims Washette and Canteen. Financial statements and recommendation to close.
South Caroliniana Library. Wade Hampton relics, funds, library plaque.
Stadium and Athletic Fields. Repairs to.
Telephone. Additions and removals.
Treasurer. Includes financial reports, salary recommendations, policies re: fees.
University Press. Publishing projects.
Women’s Residence Halls. Heating system, locks, carpets, fire inspection.

Faculty & Staff:
General. List of department heads, report on job specifications.
Instructional. New hires & promotions.
Fraternities. Includes chapters’ indebtedness, plan to use housemothers.
Insurance. Includes football injuries claims, fire inspection, water damage.
Questionnaires. Academic standards, salaries, tuition.
Russell House. Use of.
Student Activities. Includes literary societies, ban on poker tables in fraternities, traffic problems.
Student Aid. Requests for and awarding of.
Summer School. Enrollment and funds.
Veterans Administration. Tuition, remedial courses, examinations.
WUSC. Includes missing recordings, possible merger between WUSC AM and
FM.

BOX 3

1956-57:
Budget 1957-58. Funding requests.

Building Program:
- General. Includes furnishings, renovations, ownership of segment of Devine Street, funding.
- Athletic Center. Specifications, plans, landscaping, construction.
- Business Administration. Plans, bids, specification for air conditioning.
- Library. Preparation for new undergraduate library.
- Men’s Residence Halls. Includes furnishings, heating and air, construction, plans, specifications.
- Sims. Renovation of.

Buildings and Grounds. Includes landscaping, demolition, structural soundness of old gym.

Bulletins. Policies, including budget, keys, security, grading.

Departments & Schools:
- Alumni. Administrative change, funding.
- Athletics. Staff, failure to follow procedures, fire inspection, track.
- Band. Uniforms, lights on practice field.
- Biology. Equipment demonstrations.
- Campus Shop. Finances, audit report.
- Carovets Apartments. History of, staffing.
- Chemistry. Grants, equipment, faculty activities.
- Education. Includes equipment, annual report on Kellogg project, renovations, University High School.
- Engineering. Includes budget, faculty activities, salaries.
- Extension Division. Driver education, parking, staff.
- Fine Arts. Parking permit for Catherine Rembert, exhibits.
- History. Possible James Byrnes biography, lectures.
- Infirmary. Finances.
- Law School. Furnishings, student activities, staff.
- Mathematics. Student assistants, maintenance, security of exams.
- McKissick Library. Budget, staff, new building.
- Music. Instruments, uniforms.
- Nursing. Curriculum, faculty, survey on South Carolina nursing education.
- Pharmacy. Staffing, equipment.
- Physics. Small explosion in lab, graduate assistants.
- Police and Watchmen. Dorm inspections, carrying of side arms.

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Post Office. Unauthorized persons, establishment of contract station, financial statements.
Psychology and Philosophy. Department needs.
Purchasing and Central Stores. Procedures.
Registrar. Staff, regulations, registration, enrollment figures.
South Caroliniana Library. Emergency purchase, repairs.
Treasurer. Financial statements, audit report.
University Cafeteria. Operation of.
Fees. Collection statements.
Fraternities. Chapters’ indebtedness to USC, activities, room rents.
Questionnaires. Includes surveys on funding, retirement policies, ROTC.
Sororities. Re: location of chapter rooms.
SC Budget and Control Board. List of construction projects and costs.
Student Activities:
General. Primarily damage to hotel by students.
Student Council. Includes requests for extension of holiday schedule, post office hours, parking problems.
Student Aid. Requests for.
Summer School. enrollment, salaries.
University Council. Minutes, recommendations on exam schedule.

1957-58:
Board of Trustees. Reports on building and renovation projects.
Budget 1957-58. Funding for buildings and grounds projects.
Building Program:
General. Includes Drayton Hall, furnishings, funding, housing needs.
Business Administration. Air conditioning.
McKissick Library. Renovations.
Stadium. Enlargement of, expenditures.
Undergraduate Library. Planning for, funding, construction.
Women’s Residence Halls. Planning for replacement of Wade Hampton dorm.
Buildings and Grounds:
General. Includes space utilization, parking, landscaping, tennis courts.
War Memorial Building. Custody of building.
Bulletins, Administrative. Memoranda re: policies and procedures, including parking, travel, retirement.
Coe Foundation. Re: funding an Institute in American Studies at USC.
Departments & Schools:
AFROTC. Furnishings, classroom space, request for salary increase.
Alumni. Primarily budget.
Athletics. Parking, water leak, football income.
Band. Budget needs, uniforms, duties of band director.
Bureau of Public Administration. Memorandum on its history and functions.
Business Administration. Includes parking, air conditioning, proposed master of business administration.
Campus Shop. Primarily finances.
Carovets Apartments. Roofing, salesmen, requests for apartments, finances.
Chemistry. Equipment, grants, faculty and staff matters.
Dean of Men. Dean’s apartment on campus, reorganization, student parking and housing.
Dean of Women. Clotworthy’s apartment furnishings, parking violations, fraternity house chaperones.
Education. Includes travel, grants, report on Kellogg Project, reading clinic, University High School.
Engineering. Includes grants, faculty, equipment, plans for building addition.
English. Salaries, faculty matters, closing of Warehouse Theatre.
Extension. Includes State Fair exhibit, parking, evening courses, budget.
Extension, Florence Center. Establishment of.

BOX 4

1957-58 (cont.):

Foreign Languages. Includes teaching loads, faculty, laboratory fee.
Geology and Geography. Cost of instruction.
Infirmary. Inspection report.
Law School. Dean’s retirement, faculty travel.
Machine Records. Registration, equipment.
Maintenance:
  Buildings. Includes air conditioning, cleaning, repairs, staff.
  Grounds. Landscaping, equipment.
  Heating Plant. Conversion to oil.
Mathematics. Faculty, summer institute.
McKissick Library. Includes departmental book budgets, Kendall collection, new library building.
Men’s Residence Halls. Use of, regulations, fees.
Music. Ceiling damage in Lieber College.
Naval ROTC. Rifle range.
Nursing. Includes progress report, establishment of School of Nursing, student expenses, faculty.
Post Office. Status of.
Psychology and Philosophy. Faculty matters.
Purchasing. Procedures.
Registrar. Includes registration, policies and procedures, enrollment statistics.
Russell House. Pinball machines, use of building.
Stadium. Advertising on scoreboard.
Telephone. Possible installation of dorm room phones, unauthorized use.
Treasurer. Includes audit report, fraternities’ rents, tuition and dormitory bonds.
Undergraduate Library. Proposed budget, materials.
University Cafeteria. Includes vending machines, Slater food service.
Women’s Residence Halls. Dormitory hostesses, Kirkland Apartments furniture.
YMCA & YWCA. Includes bath house, budget, Y camp.

Educational Foundation. Minutes, establishment of.
Faculty & Staff:
  Instructional. Includes summer mathematics institute, disabled faculty member, employment of noncitizens.
  Leaves of Absence. Re: policies.
  Retirement. Policies.
  Salaries. Reports on, recommended increases.
Faculty Committees. Includes reports on research, scholastic standards, curricula, long-range development.
Fire Inspection. Reports on.
Gifts. Gift of sword, furnishings donated by the Russells.
Students:
  Enrollment. Reports on.
  Fees. Reports on fee collections.
  Graduate Assistants. Awarding of.
  Student Activities:
    Fraternities. Activities, use of facilities, rent, chaperone.
    Sororities. Status of Delta Zeta chapter.
    Student Council. Student Union reports, movies at Russell House, lectures, constitution.
Summer School. Enrollment, salaries.
University Council. Primarily re: transfer credits.
Veterans Administration. Procedures.

1958-59:

Administrative Bulletins. Memoranda include University New Service, cost of utilities, panty raids, laboratory fees.
Board of Trustees. Budget, Carolina-Clemson agreement, gifts.
Bonds. Statements on bond accounts.
Building Program:
  General. Program summary, project proposals, temperature control, maps

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of University property.
McKissick Library. Renovations.
Men’s Residence Halls. Primarily furnishings.
Russell House. Construction of addition.
Undergraduate Library. Revised plans of pool and walkways, furnishings, construction.
University Terrace. Renovations, plans.
Women’s Residence Hall. Construction of new Wade Hampton dorm, including plans and furnishings.

Buildings and Grounds:
  General. Includes square footage of University buildings, cost of utilities, decaying mural.
  Land. University acquisition of.
  Parking. Recommendations, regulations, violations.

Budget. Funding requests.
Coe Foundation. American Studies program.
Commencement. Arrangements for.

Departments & Schools:
  Alumni Association. Includes proposed revision to constitution, homecoming, finances.
  Anthropology & Sociology. Faculty, thefts, special project.
  Athletics. Primarily finances.
  Biology. Handling of reptiles & fish, equipment, registration, research.
  Business Administration. Masters program, salaries, fire inspection.
  Campus Shop. Primarily finances.
  Carovet Apartments. Demolition of section, child care center.
  Dean of Men. Includes fraternities’ indebtedness and housing, changes in dean’s duties.
  Education. Includes reading clinic, Kellogg project report, guidance institute.
  Extension Division:
    General. Use of facilities, contract with Lancaster.
  Foreign Languages. Lab air conditioning.
  Law School. Includes dean’s report and retirement, report on evening classes.
  Maintenance. Includes building repairs, budget, salaries, burned homecoming displays.
  Mathematics. Includes lecture series, lab fees, seminar.
  McKissick Library. Includes remodeling, moving books to new library.
  News Service. Includes description of, lack of alumni support for USC, survey results on public relations.
Nursing. Use of University car, meeting with Columbia Hospital. 
Police. Vandalism, parking, constable commissions, radio system.
Post Office. Financial report.
Registrar. Includes College Day, registration procedures, lab fees.
Research Fund. Plans for fluid mechanics laboratory.
Russell House. Includes policies and report re: use of Russell House facilities, repairs, furnishings.
South Carolinian Library. Includes agreement re: John C. Calhoun papers.
Stadium. Repairs.
Student Functions. Proposal for space symposium.
Treasurer. Includes housing funds, mathematics institute, operating costs.
Undergraduate Library. Progress of collections transfer.
University Cafeteria. Includes complaints, committee minutes, catering to outside groups.
Women’s Residence Halls. Financial problems, repairs.
YMCA-YWCA. Ownership of Y Camp, swap of property, annual report.

BOX 5

1958-59 (cont.):

Faculty and Staff:
Committees. Includes cafeteria, social sciences & humanities.
General. List of deans and department heads, Faculty Club membership & privileges.
Salaries. Efforts to improve.
Institutes:
American Studies. Planning for.
Mathematics. Reports on program, finances, participants.
Students:
Activities. Finances, SEATO conference, committees.
Enrollment. Reports on.
Fees. Financial statements, lab fees.
Fraternities. Indebtedness of, off campus housing.
Summer School. Fee collections, faculty.
University Council. Reports and minutes.
USC Educational Foundation. Includes minutes, bylaws, report on foundation operations.

1959-60:
Administrative Bulletins. Includes organizational chart, policies.
Board of Trustees. List of trustees, organizational chart, report on land acquisition and building program.
Bonds. Financial reports on tuition bonds and building program.
Building Program:
General. Includes potential expansion areas, housing needs, research labs, repairs.
McMaster School. Renovations.
Engineering Building. Addition to.
Undergraduate Library. Construction and furnishings.
Women’s Residence Halls. Furnishings and final stages of new dorm.

Buildings and Grounds:
General. Includes sidewalks, totals of square footage, smoking in Drayton Hall, maintenance salaries.
Land. Urban renewal, purchase of properties, land appraisals.
Parking. Requests for, new faculty lot.
Urban Renewal Project. Land acquisition in urban renewal areas.

Budget. Includes recommended increases, budget justification, bonds.

Commencement. Arrangements.

Departments & Schools:
Athletics. Finances, staff not following procedures.
Band. Uniforms, band camp, budget.
Biology. Use of facilities, equipment, research projects.
Campus Shop. Includes finances, school rings, report on operation of.
Carovet Apartments. Sale of.
Chemistry. Salaries.
Dean of Administration. Moving organizations, response to Cresap report.
Dean of Men. Student aid, efforts to cancel choir’s performance.
Dean of Women. Fraternity house chaperones.
Education. Includes guidance conference, reports on counseling and reading clinics.
Engineering. Includes building repairs, faculty matters, steam power laboratory.
Examining and Counseling Bureau. Includes procedures, statistics.
Extension Division:
   Florence Center. Includes financial report.
   Law Enforcement School. Appropriations.
Foreign Languages. Language Day.
Housing. Primarily finances.
Maintenance. Includes fines, expenditures.
Men’s Residence Halls. Audit report.
Music. Organs.
Non-academic Personnel. Statistical reports.
Nursing. Includes lab equipment, curricula.
Physical Education. Lab fees, enrollment.
Physics. Grant, thefts.
Police. Procedures.
Printing Office. Procedures, revenue.
Public Functions. University “open house.”
Purchasing. Procedures.
Registrar. Enrollment and grade reports.
Russell House. Includes calendar of events, equipment, repairs.
South Caroliniana Library. Includes Laurens papers, landscaping plan.
Stadium. Needed improvements, estimates.
Treasurer. Includes gift funds, registration fees, audit report, salaries.
Undergraduate Library. Includes floor plans, report on for opening.
University Cafeteria. Includes committee minutes, statement of income.
University Press. Includes committee report.
Faculty Committees. Includes curricula, admissions, unclassified students.
Institutes. Grants for math, science institutes.
Salaries. Reports and comparisons.
Southern Association of Colleges and Secondary Schools. Responses to surveys about academic programs.
Student Activities. Includes honor system, fraternities, finances.
Student Fees. Reports on registration & other fees.
Summer School. Registration report.
University Council. Minutes.
USC Educational Foundation. Financial statements, minutes.

BOX 6

1960-61:

Bonds. Financial reports re: tuition bonds, building program.
Budget. Includes request for deficiency appropriations, justification for budget request.
Budget, Departmental. Departments’ reports & requests.
Building Program:
  General. Status of building and improvement accounts.
  McMaster School. Renovation.
  Men’s Residence Halls. Request for project approval.
Buildings and Grounds. Includes condition of McCutchen House, report on space and expansion.
Coliseum Building Committee. Minutes.
Commencement. Arrangements for.
Cresap, McCormick & Paget. Reports re: organizational structure and operations of the University.
Departments & Schools:
  Bureau of Business Research. Re: project with Highway Department.
  Campus Shop. Primarily re: finances, including audit reports.
  Dean of Administration. Includes reaction to Cresap report, admissions & business services reports.
  Director of Admissions & Registrar. Primarily procedures, reports on
enrollment.
Examining & Counseling Bureau. Includes new directors of testing and placement, dissolution of Bureau, admissions survey report.
Education. Includes reports on Kellogg Foundation project, reading clinic, counseling & guidance, future of University High School.
Engineering. Salaries, building repairs.
Extension Division:
   General. Includes educational television, budgets, Aiken Center.
   Florence Center. Includes planting plan.
Foreign Languages. Report on enrollment.
History. Teaching South Carolina history on television.
Housing:
   General. Income, dorm capacities.
   Carovet Apartments. Sale and removal of units.
   Columbia Bible College. Possible rental of dorm by USC.
   University Terrace. Income, air conditioning.
Law School. Endowments, handicap access, vending machines.
Libraries:
   McKissick. Use of new library, remodeling, hours of operation.
   South Caroliniana. Primarily re: gift of Kendall Collection, plans for Kendall Room.
   Undergraduate. Includes furnishings, landscaping plan, inquiries about new building.
Machine Records. Includes courses using computers.
Maintenance. Primarily re: boiler system, including plans.
Nursing. Includes minutes, gift to library, grant.
Physical Education. Reorganization plan.
Post Office. Theft, breakdown on use of boxes.
President's Office. Renovation program, tuition bonds, traffic flow on campus, urban renewal, budget, campus chaplains.
Psychology and Philosophy. Space needs.
Purchasing. Policies, personnel.
Russell House. Complaint about student staff member.
Stadium. Maintenance & renovations, road extension.
Telephone Exchange. Possibility of installing phone lines in dorm rooms.
Treasurer. Bequest, expenses, staff, investments.
University Cafeteria. Includes minutes, equipment, renovations.
Foundations. Funding from, American Studies Institute.
Garden Club. Symposium, SCL garden & gates.
Insurance. Claims re: property damage, policies.
National Science Foundation. Notices of awards.
Self Study:
  Executive Committee. Includes list of self-study committees’ duties and members.
  Committee Reports I & II. Includes faculty organization, financial structure, student guidance, class size, admissions and recruiting.
Students. Includes issue of handicap access.
Summer School. Salaries, enrollment.
USC Educational Foundation. Minutes.