

**Extent:** 18.5 cu. ft.; 37 boxes; 21 photographs; 6 oversize items in 1 oversize folder

**Inclusive dates:** 1982-1994      **Bulk dates:** 1985-1992

**Provenance:** The bulk of these records were received through the Records Center and represent accessions: 94-117, 95-104, 96-46, 96-69, 97-24, 98-59.

**Restrictions:** A portion of this series with material related to confidential matters such as personnel and student records is restricted.

**Processing:** Vicki Schmid, Library Technical Assistant in Special Collections, processed these records in 1999 with help from student assistant Amy Bonnette.

**Office History/Biographical Note:**

The Office of the Vice President for Administration included those duties which traditionally had been held by the Secretary of the Board of Trustees including internal audit, preparation for the meetings of the Board, managing mail ballots, and follow through on items when instructed to by the Board. In 1985, these duties were combined with a number of additional administrative responsibilities including oversight of the Department of Public Safety, the Department of Parking and Vehicle Registration, and the Fire Department which were transferred from the Vice Presidency of Business and Finance.

General Hugh Clausen was selected for this position after a distinguished career in the military. Born in Mobile Alabama, he graduated from Springfield College and the University of Louisville. He received a law degree from the University of Alabama in 1950. Beginning in 1951, he served in the US Army's Judge Advocate General's Office where he was promoted to Chief Judge, US Army Court of Military Review in 1976; Assistant Judge Advocate General for Military Law in 1978 and to Judge Advocate General in 1981. Under Clausen's leadership and legal guidance, a number of internal management issues were addressed in the departments he supervised, the Board's business was conducted more frequently by mail ballot, and investigations of the Athletic Department proceeded.

When General Hugh Clausen retired from this position in 1992, Manning Lomax served in this position and as Secretary to the Board of Trustees. In 1995, Gary Ransdell assumed responsibility for the Vice Presidency for Administration and Advancement while Lomax continued as Secretary to the Board.

Information for this history is found in this series and University Catalogs and organizational charts.

**Description:**

The records of the Office of the Vice President for Administration consist almost exclusively of material created during 1985-1992 when General Hugh Clausen served in

this position. The series consists of subject files related to the Vice President's activities and is arranged alphabetically by folder title. There is some descriptive continuity of the subjects and folder titles with Series 61 A. Max Lennon President's Records. A folder of photographs is located at the end of the unrestricted portion of the series.

The series includes significant documentation about the activities of the Vice President for Administration and the Board of Trustees. Subjects within the series include the oversight of the departments reporting to this office, general business of the Board of Trustees, and several of the controversies connected with the Athletic Department.

Frequent correspondents include members of the Board of Trustees, the University General Counsel, Ben Anderson; Michael Hughey, the University's Internal Auditor; Wade Green, Assistant to the President for Public Affairs; Nick Lomax, Vice President of Student Affairs; and Wayne Wardlaw, Chief of Public Safety.

**Subject headings:**

Clemson University—Administration  
Clemson University—Athletics  
Clemson University—History  
Clemson University—Trustees  
Clemson University Office of the Vice-President for Administration

**Added entries:**

Anderson, Benjamin  
Clausen, Hugh  
Clemson University Board of Trustees  
Green, Wade  
Hughey, Michael P.  
Lomax, Manning N.  
National Collegiate Athletic Association  
Wardlaw, Wayne

**Separation List**

- A. Maps and Drawings (1 oversize folder)
1. Blueprint of South Carolina Agricultural Station, Clemson University "Cattle Feed Lots", May 9, 1972
  2. Diagram of Carolina Coliseum in Columbia, SC, April 28, 1978
  3. Diagram of "Major Pedestrian Paths", December 1986

4. Suggested locations for “blue” security lights, December 1986
  5. Blueprint map of Clemson University with telephones indicated with red stars, October 1, 1980
  6. Proposed locations for fire extinguishers in an unidentified building, 1988
- B. Photographs (Box 29)**
1. Award recipients at luncheon following Graduation, May 12, 1988 (9 4” x 4” color)
  2. President Max Lennon and attendees at Graduation, December 15, 1988 (5 4” x 4” color)
  3. Billy Gene McCall, honorary degree recipient, Graduation, May 10, 1991 (2 ½” x 3 ½” black and white)
  4. Marlin Don Logan, honorary degree recipient, Graduation, December 16, 1993 (1 5” x 7” black and white)
  5. Pat Wright and President Max Lennon, nd, (1 3”1/2 x 3 ½” color)
  6. Viet Nam War Memorial, Washington, DC, taken by Sal Lopes, 1988 (3 8” x 10” black and white)

**Folder Inventory**

<b>Box</b>	<b>Folder</b>	<b>Folder Title</b>
		Administration
		Correspondence
1	1-8	1986-1987
2	9-16	1988-February 1989
3	17-23	March 1989-January 1990
4	24-33	February 1990-April 1991
5	34-42	May 1991-October 1992
6	43	November 1992-December 1992
		Department of Parking and Vehicle Registration
	44-51	1985-April 1990
7	52-55	May 1990-1991
	56	Budget Forecast, 1987-1993
		Department of Public Safety
	57-57a-f	1986-1988
7a	57g-1	1989-1991
	58	Blue Light Security System, 1988
		Fire Department
	59-63	1986-1989
8	64-65	1990-1991
	66	Fire Marshall’s Report on the Computer Center, 1988
		Human Resources
	67-73	1986-1990
9	74-75	1991-1992
	76	Drug Free Workplace Act, 1989

**VICE-PRESIDENT FOR ADMINISTRATION      RECORDS, 1982-1994      SERIES 64**

	77	Legislative Activities Discretionary Account, 1988-1989
	78-82	Miscellaneous, 1990-1992
	83	Municipal Court, 1985-1989
	84	Payroll Statements, 1989 Public Affairs
	85	1987
10	86-87	1988-1990
		Athletics
	88-90	1991-1992
	91	Atlantic Coast Conference Minutes, 1992
	92	IPTAY Board of Directors Meeting Minutes, 1992
	93	Student Athletic Enrichment Program, 1992
		Board of Trustees
	94-95	Agriculture and Natural Resources Committee Minutes, 1989-1992
	96	Annual Report, 1988-1989
	97	Assessment Plan for Vice President for Administration and Secretary of the Board of Trustees, 1990
		Audit Committee
	98	Formation, 1991
11	99	Minutes, 1991-1993
	100-103	Basketball-ACC Tournament, 1986-1991
	104-105	Board of Visitors Nominations, 1987-1991 Budget and Finance Committee Minutes
	106-111	1983-June 1992
12	112	July 1992-December 1992
	113	Clemson House Rooms, 1985-1986
	114-119	Correspondence, 1985-1992
	120-123	Educational Policy Committee Minutes, 1983-1992
13	124-126	Executive Committee Minutes, 1983-1992
		Football
	127	General, 1986
	128	Miscellaneous, 1987
		Institutional Advancement Committee Minutes
	129-131	1984-1992
	132	Development Council Minutes, 1983-1984
	133	License Tags, 1982-1991
		Mail Ballots Ratified
	134	February-April, 1986
	135	May-September, 1986
	136	October-December, 1986
14	137	January-September, 1987
	138	January, 1988

	139	April, 1988
	140	August, 1988
	141	October, 1988
		February 4, 1989
	142	Part I
	143	Part II
		July 15, 1989
	144	Part I
	145	Part II
	146	September 22, 1989
	147	November 17, 1989
15	148	January 26, 1990
	149	April 20, 1990
	150	July 21, 1990
	151	September 28, 1990
	152	January, 1991
	153	April, 1991
		July, 1991
	154	Part I
	155	Part II
16	156	September, 1991
	157	Board of Visitors Nominations, 1987
		Meetings
	158	January 11, 1986
	159	March 24, 1986
	160	April 5, 1986
	161	June 13, 1986
	162	June 20, 1986
	163	July 19, 1986
	164	August 26, 1986
	165	September 12, 1986
	166	October 18, 1986
	167	November 8, 1986
	168	December 9, 1986
	169	January 17, 1987
	170	March 27, 1987
17	171	May 1, 1987
	172	July 11, 1987
	173	September 18, 1987
	174	Minutes of the Meetings, 1988
	175	January 30, 1988
		April 8, 1988
	176	Part I
	177	Part II
	178	August 5, 1988

**VICE-PRESIDENT FOR ADMINISTRATION      RECORDS, 1982-1994      SERIES 64**

	179	October 14, 1988
	180	February 4, 1989
	181	February 20, 1989
	182	March 31, 1989
	183	July 15, 1989
	184	September 22, 1989
	185	November 17, 1989
18	186	January 26, 1990
	187	April 20, 1990
	188	June 22, 1990
	189	July 21, 1990

	190	September 28, 1990 January 11, 1991
	191	Part I
	192	Part II
	193	February 13, 1991
	194	February 22, 1991
	195	April 5, 1991
	196	June 5, 1991
	197	July 12, 1991
	198	September 20, 1991
	199	NCAA Investigations, 1990-1991
19	200	NCAA-Preliminary Inquiry, 1989 Notebook
	201-208	1985-June 1986
20	209-212	July 1986-December 1986
	213	“Personnel and Contractual Briefing” – Draft Agenda, February 4, 1989 Planning Committee Minutes
	214-216	1983-1987
21	217	March 31, 1988
	218	Soccer Team Resolution, 1988
	219-220	Standing Committee Meeting Calendars, 1991-1993
	221-225	Student Affairs Committee Minutes, 1983-1992
	226	Visit to General Assembly-March, 1991
		Business and Finance
	227-229	Budget Development, 1986-1990
	230	Budget Merit Pay and Reclassification, 1987-1989
	231	Budget - Planning Guidance Manual, 1988-1989
22	232	Budget Requests-Internal Auditing and Administration-Fiscal Year 1989-1990
	233-237	Budget Status Reports, 1986-1990
	238-240	Budget-Fiscal Year-1987-1990
	241	Contingency Money, 1987-1988
	242-243	Discretionary Accounts, 1987-1990
	244	Equipment Requests, 1987-1989
	245	General, 1991
		Cabinet Meeting Minutes
	246	June 4, 1987-December 31, 1987
23	247-248	1992-1993
		Centennial Executive Committee
	249	Correspondence, 1987-1989
	250	Minutes, 1987-1989
	251	Christian Farmers Board Correspondence, 1989-1990 Clemson University Foundation

**VICE-PRESIDENT FOR ADMINISTRATION      RECORDS, 1982-1994      SERIES 64**

	252	Discretionary Account Statements, Fiscal Year 1988-1990
	253	Fiscal Year Statement, 1989
	254	Public Affairs Office-Special Pay Allocations, Fiscal Year 1988-1990
	255-258	Continuing Education/Conference Center, 1991-1993
	259	Cost Containment Committee, 1987
	260	Employees of the Year, 1989-1990
	261	Federally Sponsored Program Compliance Requirements, 1989
24	262	Fertilizer Board of Control- Regulations and Quarantines, 1983-1986
		Football
	263-264	1985-1989 Bowl Games
	265-266	Citrus Bowl, 1987-1988
	267-268	Gator Bowl- 1986, 1989
	269	Hall of Fame Bowl, 1990
		Graduation
	270	May 8, 1987
	271	August 8, 1987
	272	December 17, 1987
	273	May 6, 1988
	274	August 6, 1988
	275	December 15, 1988
	276	May 12, 1989
25	277	August 12, 1989
	278	December 21, 1989
	279	May 11, 1990
	280	August 11, 1990
	281	December 20, 1990
	282	May 10, 1991
	283	August 10, 1991
26	284	December 19, 1991
	285	May 7, 1993
	286	August 7, 1993
	287	December 16, 1993
	288	December, 1994
	289	Highway Commission Meeting-March 16, 1989
	290	Institutional Compliance Requirements, 1990
	291	Landscape Improvements, 1991
	292-295	McNair Group, 1988-1990
	296	National Science Foundation-Proposal for Establishment of a Center for Study of Black Experience in Higher Education, 1987



**VICE-PRESIDENT FOR ADMINISTRATION      RECORDS, 1982-1994      SERIES 64**

	297	New Permanent Positions-Fiscal Year, 1989-1990
	298	Outstanding Employee Awards Committee, 1987
	299	Photography Exhibition-"The Vietnam Experience"- November, 1988
27	300	President's Advisory Council Meeting-October, 1989
	301	Provost Search, 1991
	302	Rolling Stones Concert-November 26, 1989
	303	R.W. Simpson Cemetery Historical Marker Acquisition, 1987-1988
	304	South Carolina House Ways and Means Subcommittee on Higher Education Report, 1990
	305-306	South Carolina State Crop Pest Commission, 1983- 1986
		Southern Association of Colleges and Schools 1989-1991
	307-311	1992
28	312	1992
	313	Stadium Bomb Threat Response Proposal, 1987
	314	Strom Thurmond Institute Dedication-April 22, 1989
	315	Student Affairs Correspondence, 1990
	316	Tiger Town Tavern-A Student's Response to its Closure, 1989
	317	Total Quality Management-Re: Departments of Parking and Vehicle Registration and Public Safety, 1991
	318	Vendor Lists, 1988-1989
	319-326	Vice President's Meetings, 1992
	327	Vice President's Retreat, 1987
		Visits
	328	Gressette and Prince-January 15-16, 1990
	329	Lynn and Britton-June 28, 1990
	330	Thurmond and Page-November 23, 1988
29	331	Vice President for Administration-Photographs

**RESTRICTED ACCESS**

		Administration
1	1	Correspondence, 1991
	2	Department of Parking and Vehicle Registration, 1988-1991
	3-4	Department of Public Safety 1986-1991
	5	Fire Department, 1987-1989
	6-7	Human Resources, 1987-1988
		Internal Auditing
	8-10	1985-1986

**VICE-PRESIDENT FOR ADMINISTRATION      RECORDS, 1982-1994      SERIES 64**

2	11-19	1987-September 1988
3	20-28	October 1988-August 1990
4	29-36	September 1990-September 1991
5	37-43	October 1991-July 1992
6	44-47	August 1992-December 1992
	48	Block "C" Club Audit, 1983-1985
	49	Department of Public Safety, 1985
	50	Municipal Court, 1986-1991
	51	Payroll Statements, 1989-1990
	52	Public Affairs, 1987
	53	Salary Roll, 1988-1989
	54	Administrative Accounts Ledger-Fiscal Year, 1989-1990
		Board Of Trustees
	55	Committee on Investigation, 1985
	56	Correspondence, 1992
	57	Max Lennon-EPMS, 1990-1992
	58	Meeting-January 11, 1986
	59	Melvin Barnette File, 1986
7	60	Notebook, 1985-1986
	61	Performance Evaluation- A. Max Lennon, 1986
	62-66	Travel Expenses, 1987-1991
	67	Budget-Merit Pay and Reclassification, 1987- 1988
	68	Business and Finance-Budget Longevity Review, 1985-1986
	69	Graduate Student Complaints, 1989-1991
	70	Personnel-Cost Projections for Reclassification of Positions, 1987
		Personnel Matters
	71	1986-1992
	72	Thea McCrary, 1987
	73	Salary Increase Requests, 1989
		Salary Rolls
	74-75	1988-1991
	76	Fiscal Year, 1989-1990
	77-78	Proposed Distribution, 1988-1990
	79	Search for Vice President for Research, 1988
	80	Sexual Assault Incidents, 1985-1986
	81	Undergraduate Student Affairs, 1991
	82	Vice Presidents Meeting-Employee Grievance- November 30, 1992