

Office of the Vice – President For Business and Finance Records

Overview

Repository:	Clemson University Libraries Special Collections Clemson, SC 29634–3001
Series #	87
Title:	Office of the Vice–President for Business and Finance Records
Abstract:	This series contains correspondence, memoranda, minutes of meetings, photographs and publications from the Business Manager, the Vice-Presidents of Business and Finance, and subsidiary administrative units.
Dates:	1909–2000 [inclusive], 1960-1980 [bulk]
Quantity:	42 cubic feet

Scope and Content

The records in this series originated in the division of Business and Finance at Clemson University. The records were produced by J. C. Littlejohn, Business Manager, 1926 - 1954, and Vice-Presidents Melford Wilson, 1955-1977, Melvin Barnette, 1977-1985, and David Larson, 1987-1994. Records of subsidiary administrative areas are included. The records span the years 1900-2000.

This series contains eleven sub-series which are arranged as follows:

- I. Vice-Presidents for Business and Finance,
J. C. Littlejohn, Melford Wilson, Melvin Barnette, and David Larson
- II. Associate vice-president for Business and Finance, Wanda Hill
- III. Associate Vice-President for Business and Finance, Steven Copeland
- IV. Assistant Vice-President for Business Services, Paul Storey
- V. Director of Transportation Services, John Gilbert
- VI. Director of Employee Relations, Sherell Crawford
- VII. Director of Telecommunications, Randall Davis
- VIII. Director of Budgets and Planning, Gary McCombs
- IX. Publications
- X. Photographs
- XI. Oversize

The records relate to four distinct areas: business affairs (accounting, purchasing); facilities management (real estate, building projects, asset management, planning); human resources; and information management.

The series consists of records in various formats: correspondence, minutes, agreements, audits, blueprints, bonds, budgets (requests, appropriations, projections), charters, ephemera, manuals, maps, photographs, policies, and reports.

Numerous subjects are represented among the records. Among the most prominent are asbestos removal, automation of financial procedures, bond issuance, bookstore operation, buildings and their construction, land acquisition, personnel, privatization of University services, telecommunications, and vending. For a complete list of subjects represented within the series, please see the folder inventory that follows.

Additional Collection Information

Restrictions

Except where indicated, there are no restrictions on use and access. Items may be reproduced by various means in accordance with Unit policies.

Preferred citation

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Administrative History

- Samuel W. Evans, Treasurer
- J. C. Littlejohn, Business Manager, 1926-1954
- G. Hamilton Hill, Acting Business Manager, 1954-1955
- Melford Wilson, Comptroller, 1955-1963; Vice-President for Business and Finance, 1963-1975; Vice-President for Business and Finance, 1976-1977
- Melvin Barnette, Vice-President for Business and Finance, 1977-1985
- David R. Larson, Vice-President for Business and Finance, 1987-1994
- Scott A. Ludlow, Chief Financial Officer, 1997-2004

Detailed Description

Sub series I. Administrative

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	3	Accomplishments, 1989
		Accounting & Business Standards Review & Advisory Committee
	4	1990 – June, 1991
	5	July, 1991 – Dec, 1991
	6	1992 – 1993
	7	Accounting & Financial Reporting, Correspondence, 1993
	8	Administrative Affairs Correspondence, 1993

- 9 Administrative Career Path, Task Force, 1993
- 10 Administrative Computing Steering Committee, Minutes, 1990 –1991 Agreement
- 11 1989
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- 13 Deering Milliken, 1946
- 14 Experiment Station Dairy Department & Klondike Farm, 1944
- 15 Extension Service
- 16 Farm Foundation
- 17 Kenneth O. Cole Assist Systems & Procedure, 1972
- 18 Southern Airways
- 19 State Highway Department to purchase top Soil, 1949 – 1951
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- 45 1 Jerry Fairbanks Productions, 1961 [*This Is Clemson* film]
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- 60 The Institute for Wildlife and Environmental Toxicology [TIWET]
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- 23 Vice President, Development, 1971 – 1978 [S. G. Nicholas]
- 24 Vice President, Executive Affairs...Counsel, 1976 – 1979 [J.B. McDevitt]

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 Research institutes—Dominica

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Title Added Entries

Archbold Center for Tropical Studies, Dominica, West Indies

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