

Housing Office Records, 1932 – 2001

Overview

- Repository:** Clemson University Libraries
Special Collections
Clemson, SC
- Series #** 89
- Title:** Housing Office Records
- Abstract:** This series contains budget documents, correspondence, memoranda, reports, surveys, and other material organized in an alphabetical subject file.
- Dates:** 1932 – 2001
- Quantity:** 7.2 cubic feet consisting of 22 document boxes, and one box of photographs and one oversize folder

Scope and Content

This series contains budget documents, correspondence, memoranda, reports, and surveys. Members of the Housing Office, particularly Almeda Rogers Jacks, Verna Howell and Matthew Watkins, produced these records although a substantial portion appear to be from the general files for the Office. There is some earlier material from the Office of Auxiliary Enterprises. This series spans the years 1932 through 2001 with the bulk of material from 1982 - 1996.

Noteworthy subjects included in this series are budgetary matters, maintenance and renovation of housing facilities, planning and construction of new buildings, sale of housing, restructuring of student affairs, staff training and recognition activities, and student discipline problems.

The files are arranged alphabetically by folder title. Approximately three cubic feet of material were received in boxes without any folders so folder titles in some cases were established based upon the processor's judgment not what the Housing Office had used. The documents within each folder are arranged in chronological order.

Additional Collection Information

Restrictions

There are two boxes of files concerning personnel and students that are restricted.

Preferred citation:

Cite as: Description and Date of item, folder and box number, Housing Office Records, Series 89, Special Collections, Clemson University Libraries, Clemson, SC.

Administrative History

- Prior to 1956 – Clemson cadets live in dormitories under modified military discipline with dormitories divided into companies under the supervision of cadet officers responsible to the Commandant. Civilian students live in dormitories under the general supervision of dormitory supervisors who are responsible to the Commandant. Married student housing consists of 287 houses (prefabs) that had been constructed during World War II for training military personnel.
- 1956 – Dormitories are under the supervision of dormitory supervisors who are responsible to the dean of student affairs. There is no housing for women who must find accommodations locally. Fifty new two bedroom brick housing units are added for married students. Office of Auxiliary Enterprises manages housing facilities and their financial operations.
- 1963 – There are eight men’s dormitories capable of housing approximately 3,200 students. There are three married student housing complexes: Littlejohn Apartments, fifty two bedroom units in eleven buildings; East Campus Apartments, one hundred two bedroom apartments in fifty buildings; and 247 two bedroom prefabs. The first women’s dormitory opens in September with the capacity for 144 coeds.
- 1966 – Eleven men’s dormitories provide housing for 3,632 students. There are two women’s dormitories each with a capacity of 144 coeds with a third 432 unit building nearing completion in 1968. There are only 127 prefabs remaining for married students giving married student housing capacity of 277.
- 1970 – Manning Lomax, formerly Assistant Dean of Men in Student Affairs becomes Director of the Residence Hall Office in Student Affairs. Ernest Watson continues as Associate Director of Housing in Office of Auxiliary Enterprises in Business Affairs.
- 1978 – University residence halls house 5,354 students with 320 more residing at the Clemson House. There are 99 Prefabs remaining as well as East Campus and Littlejohn for married students.
- 1980 -- Business and Finance reorganized with Auxiliary Enterprises eliminated. Housing Office continues as part of Student Affairs. 150 apartments are provided for married students. Total residence hall capacity 5,354 students.
- 1989 – Total student housing capacity 6,865 with 3,448 male undergrads, 3,331 female and 82 grad students.
- 1995 – Total student housing reduced to 6,435 as Johnstone Hall is demolished and reconstructed. Restructuring of University leaves Housing Office in Student Affairs.

Information for this history is from the *Clemson College (later University) Record, 1955-2003*.

Detailed Description

Box	Folder	Title
1	1	The ABC's of residential living, no date
	2	Administrative fee, 1993
	3	Admissions high school questionnaire, no date
	4	Affirmative action, 1997-1978
	5	Agriculture experiment station houses, 1985-1988
	6	Alcohol, 1975-1996
	7	Annual report, 1993-1994
	8	Anti-litter task force, 1988
		Asbestos abatement
	9	1986-1994
	10	1994-1996
		Assessment committee
	11	1992-1996
	12	1996-1997
13	No Date	
2		Association of College and University Housing Officers- computer workshop,
	14	1988-1990
	1	1990 – 1996
		Athletic Housing,
	2	1969-1979
	3	1980-1987, no date
	4	Attendance award, 1988-1989, no date
	5	Barnett Hall, 1981-1990, no date
	6	Bed Space Utilization Group, 1974-1990
		Board of Trustees
	7	1970-1972
	8	1973
	9	1974
	10	1976-1978
	11	1979
12	1981-1993	
13	1995-1996, No date	
14	Board of Visitors, April 2002	
	Budget	
15	1979-1980	
3	1	1980-1981
	2	1981-1982
	3	1982-1983
	4	1985-1986
	5	1986

	6	1987
	7	1988, January - May
	8	1988, June - December
	9	1992-1993
	10	1993-1994
	11	1994-1995
	12	1995-1996
	13	1996
	14	1997
	15	Building for the Future, 1991
	16	Byrnes Hall, 1985-1990, no date, 1982 – 1990
4	1	Calendar, 1993-1996 Calhoun Courts
	2	1981-1985
	3	1986-1990, no date
	4	Call assistance, 1987-1995, no date
	5	Campus Building Air and Water Quality Committee, 1995, no date
	6	Campus events, 1993-1995
	7	Campus Living Clemson Style, 1988 – 1991
	8	Career Center, no date
	9	Census, 1990
	10	Child Care, 1995-1996, no date
	11	Christmas notes, 1987-1997, no date
	12	City/University Committee, 1994 – 1996
	13	Clemson Area Transit, 1996
	14	<i>Clemson Home</i> , 1993 – 1997, no date Clemson House
	15	1951-1994
	16	1994-1996, No date
	17	Clemson University and Economic Development, 1995
	18	Communal Damage, 1988-1995, no date
	19	Communal Relations Strategic Planning Committee, 1992-1994, no date
5	1	Comp time, 1993-1995
	2	Computer Systems, 1988-1996, no date Conference Services
	3	1990-1994
	4	1994-1996, no date
	5	Contracts-Miscellaneous, 1981-1994, no date
	6	Contracts-Residence Halls, 1970-1986, no date Correspondence
	7	1972-1983
	8	1984-1985

	9	1986-1987
	10	1988-1989
	11	1990-1993
	12	1994-1995
	13	1996-1998, no date
	14	Counseling Center, 1991-1997
	15	Crisis Management, 1993-1996
		Custodial Services
	16	1983-1994
6	1	1995-1996, no date
		Custodian of the Month
	2	1983
	3	1984
	4	1985
	5	1986
	6	1987
	7	1988
	8	Custodians, 1975-1994, no date
	9	Custodians Awards, 1983-1989, no date
	10	Custodians Lists, 1983-1985, no date
	11	Custodians Projects, 1987-1989, no date
	12	Custodians Summer Schedules, 1983-1988
	13	Custodians Workshops, 1971-1987, no date
	14	Desk Clerk Hiring Procedures, 1990
	15	Desk Worker Notes, 1982-1989, no date
	16	Development, 1993-1997, no date
	17	Discipline, no date
	18	Dorms, no date
	19	Dorm council, 1981-1986, no date
	20	Douthit Hills Project, 1979, 1994-1996, no date
7	1	Drug Policy, no date
	2	East Campus Dorms, 1994-1996, no date
	3	Elevators, 1986, 1993-1994, no date
	4	Emergency Action Plan, 1987-1997, no date
	5	Employee Development, 1988-1991
	6	Emergency Maintenance, 1984-1987, no date
	7	Employee of the Month, 1996-1997
	8	Employee Suggestions, 1999
	9	End of the Year Notes, 1986-1987, no date
	10	Energy conservation, 1980-1994
	11	Enrollment, 1993
	12	Environmental Health and Safety, 1996, no date
		Facilities
	13	1986-1987

	14	1988-1990
	15	1990-1991
	16	1992
	17	1993-1994
	18	1995-1996
	19	No date
	20	Facilities Management Contract, 1995, no date
8	1	Facilities Project, 1993-1995, no date
	2	Faculty outside the classroom with undergraduate students, 1993-1996
	3	Faculty and Staff Housing, 1980-1995
	4	Fair Labor Standards Act, 1985
	5	Fall Break, 1982-1989
	6	Family Housing, 1993-1995, no date
	7	Fires, no date
	8	Fire Alarms, 1974-1977
	9	Fire Alarm System, 1970
	10	Fire Drill Reports, 1977-1978
		Fire Reports
	11	1979
	12	1980
		Fire Safety
	13	1980-1996
	14	1969-1979
	15	First Friday, 1993-1994, no date
	16	First Year Program, 1992-1997, no date
9	1	Forms, no date
	2	Food Fights, 1994, no date
	3	Focus Program, 1995-1996
	4	Fiscal Affairs, 1996
	5	Furniture Inventory, 1984-1989
	6	Gamma Phi Beta Lounge, 1990
	7	Goals and Accomplishments, 1986-1988, no date
	8	Governor's Mileage Report, 1981-1985
	9	Graduate Student Housing, 1990-1995, no date
	10	<i>The Grapevine</i> , no date
	11	Grass Roots Poll, 1981-1982
		Greeks
	12	1982-1994
	13	1995-1996, no date
	14	Greek Housing 1993-1995
	15	1996-1997

	16	No date Handicapped Students
	17	1984-1988
	18	1989-1995, no date
	19	Hazard Communication Plan, 1993-1996
	20	Hendrix Student Center, 1994-1995
	21	Holtzendorff, 1996
	22	Holmes McCabe Construction, 1994-1995, no date
10	1	Housing Advisory Board, 1995-1996, no date
	2	Housing Annual Improvement Plan, 1994-1997, no date Housing Assignments Task Force
	3	1988
	4	1993-1996, no date
	5	Housing Audit, 1981
	6	Housing Committee, 1982-1983, no date Housing Floor Plans 1961-1969
	8	1970-1986, no date
	9	Housing Needs Analysis, 1988
	10	Housing Reservation, 1988-1993
	11	Housing Statistics, 1989-1995
	12	Information Systems, 1992-1996
	13	International Students, 1976-1977 Johnstone Hall
	14	1976-1993
	15	1994-1996, no date
	16	Kenny Rogers Concert, 1982, no date
	17	Keys, 1986-1996, no date
	18	Joint Bond Review Committee, 1988
	19	Judicial Issues, 1996, no date
11	1	Landscape, 1992-1995 Laundry Services
	2	1987-1992
	3	1992-1997, no date
	4	Leadership conference, 1993 Leave
	5	1970-1977
	6	1978-1987
	7	Lever Hall, 1982-1997, no date Lightsey Bridge Residence Hall
	8	1988-1995
	9	1996, no date
	10	Littlejohn Apartments, no date
	11	Lockout Committee, 1990-1992

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| | 12 | Lofts, 1989-1991, no date |
| | 13 | Lofts Task Force Recommendations, 1990 |
| | 14 | Lounges, 1981-1994 |
| | | Mail |
| | 15 | 1983-1996 |
| | 16 | 1997, no date |
| | 17 | Manning Hall, 1981-1989 |
| | 18 | Marketing Task Force, 1993, no date |
| 12 | 1 | Married Student Housing, 1972-1989, no date |
| | 2 | Master Plan, 1980 |
| | 3 | Mauldin Hall, 1979-1990 |
| | 4 | Maymester, 1994-1995 |
| | 5 | Measles, 1990 |
| | 6 | Mentor Program, 1994-1996 |
| | 7 | Micro Fridge, 1993-1997, no date |
| | 8 | Minority Concerns, 1969-1985, no date |
| | 9 | Mission, Accomplishments, Goals 1988-89, 1996, no date |
| | 10 | Moratorium and Student Demonstrations, 1969-1970, no date |
| | 11 | Moving Expenses Reimbursement, 1994-1996, no date |
| | 12 | Multicultural Affairs, 1995-1996 |
| | 13 | NCAA Self Study, 1996-1997 |
| | 14 | National Executive Housekeepers Association,
1983-1989, no date |
| | 15 | News Services, 1981-1985, no date |
| | 16 | Occupancy, 1970-1989, no date |
| | 17 | Occupational Safety and Health Act, 1974-1988, no date |
| | 18 | Old Dormitory Renovation, 1968-1969, no date |
| | 19 | Olympic Housing, 1996, no date |
| | | Opening of Residence Halls |
| | 20 | 1982-1987 |
| | 21 | 1988-1990 |
| | 22 | 1993-1997, no date |
| 13 | 1 | Orange Carpet Day, 1993-1997, no date |
| | | Organizational Charts |
| | 2 | 1982-1991 |
| | 3 | no date |
| | 4 | Orientation, 1982-1994, no date |
| | 5 | Orientation Course, 1996-1997, no date |
| | 6 | Paint policy, 1987-1989, no date |
| | 7 | Parents, 1993-1995, no date |
| | 8 | Parents advisory board, 1996-2000, no date |
| | | Parking |
| | 9 | 1988-1994 |
| | 10 | 1995-1997, no date |

	11	Permanent Improvements, 1983-1990, no date
	12	Pets, 1973-1979, no date
		Physical plant
	13	1983-1986
	14	1987, no date
	15	Picnic, 1990, no date
	16	Policies, 1989-1997, no date
14	1	Position Questionnaires, 1992, no date
	2	Prefabs, 1959-1980, no date
	3	President, 1994-1996, no date
	4	President's Cabinet, 1995-1997, no date
	5	Privatization, 1994-1996, no date
	6	Professional Secretaries' International, 1986-1989, no date
	7	Project Management, 1993-1995, no date
	8	Public Safety, 1982-1995, no date
	9	Publications, no date
	10	Reading Day, 1992-1993
	11	Records Retention, 1992-1995, no date
	12	Recycling, 1991-1994, no date
	13	Redfern, 1993-1994, no date
	14	Registration, 1995-1996
	15	Rentals, 1974-1980, no date
	16	Renters Information Center, 1992-1995, no date
	17	Residence Halls, no date
		Residence Hall Director's Manual
	18	Section I-III, 1990-1991, no date
	19	Section IV-X, 1990-1991, no date
15	1	Residence Halls Maintenance Meetings, 1972-1976, no date
	2	Resident Assistants, 1983-1995, no date
	3	Resident Assistants Concerns, 1988-1995, no date
	4	Resident Assistants Course, no date
		Resident Assistants Hiring
	5	1979-1990
	6	no date
		Resident Assistants Manual, 1990-1991
	7	Section I - III
	8	Section IV-VIII
	9	Resident Assistant Surveys, 1986, no date
	10	Resident Assistant Training, 1979-1990, no date
	11	Residential Judicial Boards, 1988, no date
	12	Resnet, 1994-1996, no date
	13	ROTC, 1994
		Residential Life Administration Function Levels

	14	1989-1995
	15	no date
	16	Restructuring 1994
16	1	1995
	2	no date
	3	Retreat, 1993-1997
	4	Risk Management, 1992-1995
	5	Room Reservations, 1987-1989, no date
	6	Sale of Residencies, 1962-1979, no date
	7	Security 1982-1988
	8	1989
	9	1990-1994
	10	1995-1996
	11	no date
	12	Sexual Assault Policy, 1995-1996, no date
	13	Sexual Harassment, 1987-1997, no date
	14	Shelton, Paul, 1992-1994
	15	Smith Hall, 1985-1990, no date
	16	Snow Plan, 1995, no date
17	1	Solicitation Policies, 1968-1994, no date
	2	South Carolina Housing Officers Association 1983-1988
	3	1989
	4	no date
	5	Southeastern Association of Housing Officers, 1984-1985
	6	Space Reapportionment Task Force 1993
	7	1994, no date
	8	Space Rent, 1993-1995, no date
	9	Spring Break, 1990, no date
	10	Staff Retreats and Workshops 1983-1996
	11	no date
	12	Star Search, 1986-1987, no date
	13	Storage, 1986-1990
	14	Student Advisory Board, 1995, no date
	15	Student Affairs Directors, 1993-2001
	16	Student Affairs Leadership Training 1991-1994
	17	1995, no date
	18	Student Directory First Summer Session, 1973

	19	Student Directory Second Summer Session, 1973, 1980
18	1	Student Emergency Situations, 1996, no date
	2	Student Organizations List, no date
	3	Student Personnel Association, 1996, no date
	4	Student Staff Banquet, 1987-1990, no date
		Summer Camps and Conferences
	5	1975-1985
	6	1986
	7	1987-1996
	8	1997-1998, no date
	9	Summer Clemson Scholars/academic Youth Groups, 1993-1997, no date
		Summer groups
	10	1974-1984
	11	1985-1991
	12	no date
	13	Summer Housing, 1983-1997, no date
	14	Summer Security, 1985-1989
	15	Student Employment, 1995-1996
19	1	Student Government, 1992-1997, no date
		Surveys
	2	1974-1982
	3	1983-1985
	4	1986-1989
	5	1990-1997
	6	no date (I)
	7	no date (II)
	8	no date (III)
	9	Taxes, 1994-1995, no date
	10	Telecommunications, 1991-1997
	11	Telephones, 1981-1991, no date
	12	Temporary Housing, 1983, no date
	13	Thanksgiving, 1984-1989, no date
	14	Thornhill Village, 1982-1990, no date
	15	Title IX, 1975-1976
	16	Travel, 1995-1996
	17	Union, 1991-1996, no date
	18	Utilities, 1987-1996, no date
		Vandalism
20	1	1985-1986
	2	1987-1992
	3	no date
	4	Vehicles, 1989, no date
	5	Vending, 1990

6	Veterans, no date
7	Village Green, 1983-1984, no date
8	Visitation, 1970-1994, no date
9	Weekend Duty, 1985-1987, no date
10	Window Clips, 1985-1989
11	YMCA House, 1932-1978

Restricted

21	1	Athlete Problems, 1977-1991, no date
	2	Custodian Problems, 1975-1991, no date
		Custodian of the Month, evaluations
	3	1984
	4	1985, no date
	5	1986
	6	1987
	7	1988
	8	Custodian Wages, 1988, no date
	9	Dorm Supervisors, 1982-1985
	10	Drug Cases, 1970-1974, no date
	11	Family and Faculty House Problems, 1993-1996
	12	Housing Refunds, 1988-1991
	13	Incident reports, Calhoun courts, 1987-1989
	14	Crowe security, 1982-1990, no date
	15	Johnstone, 1980
	16	Lever, 1988-1989, no date
	17	Smith, 1987-1989
	18	Thornhill Village, 1988-1994, no date
	19	Mentor Program, 1994, no date
	20	RA Problems, 1995
	21	RA Selection, no date
	22	Shanon Ashley Gill, 1984-1993, no date

Student Problems

22	1	1989-1995
	2	1996-1997
		Weekend Duty Reports
	3	September-October, 1989
	4	November-December, 1989
	5	January-March, 1990
	6	April-December, 1990

Photographs

1	1	Attendance Award, 1985
	2	Award Ceremonies, 1983, 1986
	3	Calhoun Courts Dedication, 1982
	4	Clemson House Employees, 1986

	Custodian of the Month
5	1983
6	1984
7	1985
8	1986
9	1987
10	1988
11	Custodian Awards, 1984
12	Custodial Supervisors, 1983
13	Fires, 1969-1978, no date
14	Moratorium and Student Demonstrations, no date
15	YMCA House, no date
Negatives	
	Custodian of the Month
16	1984
17	1988

Separation List

Oversize Folder 18"x24"

Folder 1

Bryan Mall Landscape Design, April 15, 1994
 Budget Status Report for Student Affairs, April 30, 1986
 Combined Budget, 1986-1987
 Hendrix Student Center Design, June 19, 1996
 Map of Littlejohn Apartments, circa 1966

Folder 2 11" x 14"

Salary Printouts, 1978 – 1988 RESTRICTED

Photographs 1 box

Index Terms

Subjects:

Clemson University -- Buildings
 Clemson University – History
 Clemson University – Student housing
 Clemson University – Student life
 Dormitories – South Carolina -- Clemson University
 Student housing – South Carolina -- Clemson

Individuals:

Howell, Verna
 Jacks, Almeda
 Lomax, Manning
 Watkins, Matthew

Provenance

These records originated in the Housing Office. Some early material may have originated in the Office of Auxiliary Enterprises. They were accessioned as 93-13, 95-13, 95-74, 95-155, 97-35, 98-157, 03-124. Duplicates and material not scheduled for permanent retention were removed.

Processing Information

Kathryn McCarthy, a volunteer intern, began processing this series in late 2003 and early 2004. Additional processing was done by Michael Kohl who prepared the finding aid. Student assistants Christine Mollineaux and Amit Gupta worked on the processing in 2005.