Office of the President –
William B. DeLauder collection

Repository: Delaware State University Archives
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Creators: Office of the President; William B. DeLauder; Sandra Arnell, secretary; Terry Coleman, secretary
Location: 14.5 linear feet
Extent: Row 10, Bay A, Shelves 1-6
Language: English, Spanish
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Related Materials: William B. DeLauder collection; Office of the President collections; Board of Trustees;

Abstract:
The Office of the President – William B. DeLauder collection is comprised of the administrative records received and created by President DeLauder and his staff. The majority of the collection is comprised of correspondence in the form of ceremonial, incoming, outgoing, and referral correspondence. The collection additionally contains event invitations, successful and unsuccessful grant applications, meeting minutes and materials, travel records, subject matter, and reports produced by the Office of the President.

Scope and Content:
The Office of the President – William B. DeLauder collection is comprised of seven series arranged alphabetically: correspondence, events, grants, meetings, reports subjects, and travel.

Series I: Correspondence constitutes the majority of the collection and is further comprised of sub-series for ceremonial, incoming, outgoing, and referral correspondence. Ceremonial letters refer to photocopies of letters and certificates sent by Dr. DeLauder to both internal DSC and external recipients in recognition of promotions, retirements, and significant achievements. Incoming correspondence is composed of letters and their respective enclosures sent to Dr. DeLauder directly or as a CC’d individual. Outgoing correspondence are the letters drafted by Dr. DeLauder to individuals employed by DSC/DSU or external recipients. Lastly, referral correspondence consists of letters received by Dr. DeLauder that were forwarded to other administrative or faculty designees for response. The subject matter of the correspondence series is diverse and broadly pertains to the governance of the institution, negotiations with vendors and
 contractors, and relationships with other academic or non-profit institutions and local, state, and federal agencies.

Series II: Events is comprised solely of event invitations issued by the Office of the President to faculty, administrators, and other dignitaries for dinners or other programs hosted by President DeLauder.

Series III: Grants consists of both successful and unsuccessful grant applications for a diversity of awarding agencies not simply federal awards. The series also contains a small number of administrative records for the management of the awards. The contents of this series are ordered alphabetically according the grant titles listed on the applications.

Series IV: Meetings contains such items as the meeting minutes, supplemental materials, correspondence drafted in preparation of meetings, or conference invitations and programs. Some of the meeting invitations found within have handwritten notes attached with Dr. DeLauder’s instructions for secretarial staff to decline the invitations. Please note that the meeting series is closely related to the travel series as the meetings included herein were often held off-campus. The arrangement of this series was dictated according to the original order imposed by Dr. DeLauder’s secretarial staff. Consequently, folders are titled according to month and year with multiple meetings found therein.

Series V: Reports holds reports created by the Office of the President or high ranking administrators on behalf of the president. There are three primary report types: annual reports, highlight reports to the alumni association, and strategic planning reports.

Series VI: Subjects is comprised of subject-matter identified by Dr. DeLauder’s secretarial staff. Original order has been preserved. Topics found within are wide-ranging but broadly include records of Dr. DeLauder’s inauguration and retirement, memorandum of understanding formed between DSC/DSU and other academic institutions and federal agencies, news clippings, copies of Dr. DeLauder’s calendar, advisory committee reports, and other records pertaining to the governance of DSC/DSU.

Series VII: Travel has very similar contents to the meetings series, however, the event or meeting materials are generally accompanied by a travel itinerary for President DeLauder or his driver. The itineraries outline the destination, purpose of travel, and times of departure and return. Also as with the meetings series, the travel records are arranged according to the original order imposed by secretarial staff. The folders are titled according to month and year with multiple destinations found therein.

Biographical History:

Dr. William B. DeLauder served as the president of Delaware State College, later university, from 1987 until retirement in 2003.

He attained a chemistry bachelor’s degree with a mathematics minor from Morgan State University in Maryland. After graduation Dr. DeLauder served in the U.S. Army for four years until he resigned his commission as a captain (1963) in order to attend graduate school. He graduated from Wayne State University in Detroit with a doctorate in Physical Chemistry and thereafter completed post-doctorate research in biochemistry at the Center for Molecular Biophysics in Orleans-La Source, France. Immediately prior to the presidency at Delaware State College, he served as chair of the department of chemistry and the Dean of the College of Arts and Sciences at North Carolina A&T University in Greensboro.

During Dr. DeLauder’s presidency, the student enrollment grew from 2,389 students to a then-record 3,367. Seven new master’s degree programs were added to the curriculum for a total of eleven. Dr. DeLauder additionally altered DSC’s academic administrative structure by establishing six divisions – Arts and Sciences, Management, Agriculture, Education,
Professional Studies and Graduate Studies. These divisions later became the basis for the “colleges” developed as part of the shift from a college to university structure.

A significant achievement of Dr. DeLauder’s administration was the successful evolution of Delaware State College into a university. The name change to Delaware State University became effective July 1, 1993. Please see the “University designation, 1993” folder within the subjects series.

During the DeLauder era the campus infrastructure expanded with more than $100 million in new construction and improvements. This included the completion of Phase II of the William C. Jason Library, as well as the construction of the Warren-Franklin Residential Hall, the Mishoe Science Center-South (1995), the College of Business Building (originally named the MBNA Building, now named the Bank of America Building), the U.S. Washington Cooperative Extension Building and Herbarium, the University Courtyard Apartments, and a four-story Administration Building (2003). In addition, two streets extending into the campus from the Main Gate were eliminated and the area was renovated into a pedestrian mall in the mid-1990s.

Dr. DeLauder more firmly established the development arm of the University. In 1992 he founded the Office of Sponsored Programs. OSP helped to attain federal grants as well as to oversee the management of awarded funds. Ultimately the office helped the institution to obtain $9.5 million over its first 10 years in existence and would later be vitally important in the expansion of research programs at the University. Secondly, it was under Dr. DeLauder’s leadership that the institution launched its first-ever capital fundraising drive in 1991. The Century II Capital Campaign raised millions of dollars to strengthen scholarship funds and endowment.

Dr. Delauder was born on September 29, 1937 in Frederick, Maryland. He died May 19, 2019 in Jamestown, North Carolina. He was married to Vermell Faulk DeLauder. He had two sons, William DeLauder Jr and William Jenkins, and a daughter, Sonja Jenkins.

Arrangement:

This collection is arranged according to alphabetical order and thereunder by chronological order.

Box and Folder Inventory:
Series I: Correspondence
Sub-series I) Ceremonial correspondence
Box 1:

- Ceremonial letters, October 9, 1987-October 17, 1987
- Ceremonial letters, October 18, 1987–November 17, 1987
- Ceremonial letters, February 23, 1988-June 11, 1988
- Ceremonial letters, September 22, 1988-November 13, 1988
- Ceremonial letters, February 6, 1989-March 2, 1989
- Ceremonial letters, March 6, 1989-March 14, 1989
- Ceremonial letters, April 17, 1989-April 19, 1989
- Ceremonial letters, May 13, 1989-September 24, 1989
- Ceremonial letters, October 10, 1989-October 12, 1989
- Ceremonial letters, February 2, 1990-February 26, 1991

Sub-series II) Incoming correspondence
Box 2:
- Incoming correspondence, 1987
Incoming correspondence, January 1988
Incoming correspondence, February 1988
Incoming correspondence, March 1988
Incoming correspondence, April 1988
Incoming correspondence, May 1988
Incoming correspondence, June 1988
Incoming correspondence, July 1988

Box 3:
Incoming correspondence, August 1988
Incoming correspondence, September 1988 [folder 1 of 2]
Incoming correspondence, September 1988 [folder 2 of 2]
Incoming correspondence, October 1988
Incoming correspondence, November 1988
Incoming correspondence, December 1988
Incoming correspondence, 1989
Incoming correspondence, 1990

Box 4:
Incoming correspondence, 1991
Incoming correspondence, 1992
Incoming correspondence, January-June 1993
Incoming correspondence, July-October 1993
Incoming correspondence, January 1994
Incoming correspondence, February 1994
Incoming correspondence, March 1994
Incoming correspondence, April 1994
Incoming correspondence, May 1994
Incoming correspondence, June 1994

Box 5:
Incoming correspondence, July 1994
Incoming correspondence, August 1994
Incoming correspondence, September 1994
Incoming correspondence, October 1994
Incoming correspondence, November 1994
Incoming correspondence, December 1994
Incoming correspondence, January 1995
Incoming correspondence, February 1995
Incoming correspondence, March 1995
Incoming correspondence, May 1995
Incoming correspondence, June 1995
Incoming correspondence, July 1995
Incoming correspondence, August 1995
Incoming correspondence, September 1995

Box 6:
Incoming correspondence, October 1995
Incoming correspondence, November 1995
Incoming correspondence, December 1995
Incoming correspondence, January 1996
Incoming correspondence, February 1996
Incoming correspondence, March 1996
Incoming correspondence, April 1996
Incoming correspondence, May 1996
Incoming correspondence, June 1996

Box 7:
Incoming correspondence, July 1996
Incoming correspondence, August 1-15, 1996
Incoming correspondence, August 16-31, 1996
Incoming correspondence, September 1-13, 1996
Incoming correspondence, September 16-30, 1996
Incoming correspondence, October 1-14, 1996
Incoming correspondence, October 15-31, 1996

Box 8:
Incoming correspondence, November 1-14, 1996
Incoming correspondence, November 15-20, 1996
Incoming correspondence, December 1996

Sub-series III) Outgoing correspondence

Box 8 continued:
Outgoing correspondence, July 1987
Outgoing correspondence, August 1987
Outgoing correspondence, September 1987
Outgoing correspondence, October-December, 1987
Outgoing correspondence, January-February 1988
Outgoing correspondence, March-December 1988

Box 9:
Outgoing correspondence, 1989
Outgoing correspondence, 1990
Outgoing correspondence, 1991
Outgoing correspondence, 1992
Outgoing correspondence, 1993

Sub-series IV) Referral Correspondence

Box 9 continued:
Referral correspondence, April-June 1991
Referral correspondence, July-August 1991
Referral correspondence, September-December 1991
Referral correspondence, 1992

Series II: Events

Box 10:
Series III: Grants

Box 11:
Agriculture and Natural Resources, Cooperative State Research Service review [folder 1 of 2], June 1993
Agriculture and Natural Resources, Cooperative State Research Service review [folder 2 of 2], June 1993
AIDS program proposal by M. Sadoughi, 1993
Biology grants, 1988-1993
Computer literacy in the agricultural and natural resources sciences, Michael J. Maciarello, 1992
Curriculum revisions in Foods and Nutrition at DSC, 1993
Developing strategies for managing pests and stress in urban forests proposal, Norman H. Dill, 1992
Developmental disabilities proposal, P. Dimpka, 1992
Development of crawfish and hybrid striped bass cultural methods ofr Delaware, Bernard Petrosky, 1992
Doman-based calculus proposal, Dr. Amos Olajunju, 1992
Endowment challenge grant, 1987-1995
Expression of Human Brain sodium channels in Xenopus laevis oocyte, Stan Ivey, 1990
Faculty and community enhancement (FACE), 1992
Food and nutrition curriculum revisions, Maggie Ruth Clausell, 1993
Gerontology center proposal, Larey D. McCarley, 1992
Governor’s workforce development grant, Dr. Delores Sapienza, 1991-1992

Box 12:
High school equivalency program, 1993
Identification of the use of foreign languages in professional careers and evaluation of the impact of interactive videodisc technology on language learners, Filippo-Maria Toscano, 1992
Implementation of a mathematically-focused computer science degree, Amos Olanguju, 1992
Library technology and cooperation grant, 1992
List of federal grants and contracts as of September 1992, 1992
Minority access to research career program, 1992
Minority biomedical research support (MBRS) – cancer, lipid, stress and thyroid
research, Mildred D. Ofosu, 1991
Minority science improvement program, Fatma Helmy, 1993
Miscellaneous award letters, 1992-1993
National center for the study of agricultural exploitation of flavor, fragrance and medicinal plants, Arthur O. Tucker, 1992
Ofosu, Mildred, 1992-1993
Outreach training and technical assistance to economically disadvantaged and limited resource farmers in Maryland and Delaware, 1993

Box 13:

Professional development grants, 1992
Professional development grants, 1993
Project JOVE, Peter Dimaria, 1992
Recruitment and retention in agriculture and natural resources, Randel, A. Peiffer, 1993
Recruitment and retention of talented students in Ag at DSU, Randel peiffer
Section 1447 facilities grant for agriculture equipment, 1994
Section 1447 facilities grant, Kenneth Bell, 1995
Teaching for End-user database searching in agriculture and home economics proposal Richard Paul Bradberry
Title III award notifications
Upward Bound proposal, Dania R. Griffin, December 9, 1991
Upward Bound proposal, Dania R. Griffin, May 18, 1992
Upward Bound proposal, Dania R. Griffin, December 1, 1992
Upward Bound, Dania R. Griffin, 1993
USDA agricultural research service, No. 59-32U47-100, 1991
Youth support enrichment, Kenneth Bell

Series IV: Meetings

Box 14:

Meetings, August 1987
Meetings, September 1987
Meetings, October 1987
Meetings, September 1987
Meetings, November 1987
Meetings, December 1987
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Meetings, April 1988
Meetings, May 1988
Meetings, June 1988
Meetings, July 1988
Meetings, August 1988
Meetings, September 1988
Meetings, October 1988
Meetings, November 1988
Meetings, December 1988
Meetings, January 1989
Meetings, February 1989
Meetings, March 1989
Meetings, April 1989

Box 15:
Meetings, May 1989
Meetings, June 1989
Meetings, July 1989
Meetings, August 1989
Meetings, September 1989
Meetings, October 1989
Meetings, November 1989
Meetings, December 1989
Meetings, January 1990
Meetings, February 1990
Meetings, March 1990
Meetings, April 1990

Box 16:
Meetings, May 1990
Meetings, June 1990
Meetings, October 1991
Meetings, November 1991
Meetings, January 1992
Meetings, February 1992
Meetings, March 1992
Meetings, April 1992
Meetings, May 1992
Meetings, June 1992
Meetings, July 1992

Box 17:
Meetings, August 1992
Meetings, September 1992
Meetings, October 1992
Meetings, November 1992
Meetings, December 1992
Meetings, January 1993
Meetings, February 1993
Meetings, March 1993
Meetings, October 1993
Meetings, July 1994
Meetings, August 1994
Meetings, September 1994

Box 18:
Meetings, October 1994
Meetings, November 1994
Meetings, December 1994
Meetings, January 1995
Meetings, February 1995
Meetings, March 1995
Meetings, April 1995
Meetings, June 1995

Sub-Series: Council of Presidents
Box 19:
  Council of Presidents meeting minutes, 1985
  Council of Presidents meeting minutes, 1986
  Council of Presidents meeting minutes, 1987
  Council of Presidents meeting minutes, October 10, 1988
  Council of Presidents meeting minutes, December 16, 1988
  Council of Presidents meeting minutes, May 11, 1989
  Council of Presidents meeting minutes, June 1989
  Council of Presidents meeting minutes, October 19, 1994

Series V: Reports
Box 20:
  Annual report, 1988-1989
  Annual report, 1992-1993
  Annual report, 1993-1994
  Budget, capital request for fiscal year 2002, 2000
  Budget, operating request for fiscal year 2002, 2000
  Budget plan for fiscal years 1998-2002
  Budget plan for fiscal year 2000-2004, 1999
  DSU highlight report to the Alumni Association, May 15, 1993
  DSU highlight report to the Alumni Association, May 2004
  DSU highlight report to the Alumni Association, May 20, 1995
  DSU highlight report to the Alumni Association, May 18, 1996
  DSU highlight report to the Alumni Association, May 17, 1997
  DSU highlight report to the Alumni Association, May 16, 1998
  DSU highlight report to the Alumni Association, May 15, 1999
  DSU highlight report to the Alumni Association, May 20, 2000

Box 21:
  DSU highlight report to the Alumni Association, May 19, 2001
  DSU highlight report to the Alumni Association, May 18, 2002
  DSU highlight report to the Alumni Association, May 17, 2003
  Report on audited financial statement for the year ended June 20, 1994, November 14, 1994
  Strategic planning and budgeting process, 1993
  Strategic Plan 1995-1998
  Strategic plan 2002-2006, 2002
Strategic plan 2003-2007 [folder 1 of 2], 2002
Strategic plan, 2003-2007 [folder 2 to 2], 2002
Strategic planning session worksheets, December 12, 2002

Series VI: Subjects
Box 22:

Admissions brochure, c. 1990
Afro American Historical Society of Delaware, 1991
AIDS task force, 1991
Airway Science, 1990-1993
Alumni chapter presidents, 1990-1991
American Association of University Professors, 1995-2000
Animal welfare assurance, 1993
Anne Semple scholarship, 1990
Anonymous letters of complaint, n.d.
Aquaculture, entomology, 1991
Baker, James M. candidacy for honorary degree, 2001
Budget, DSC budget Unit V, 1990-1991
Calendar, 1998
Calendar, 1999
Calendar, 2000
Calendar, 2001
Calendar, 2002
Calendar, 2003

Box 23:

Campus buildings, n.d.
Celebrating a legend: Thurgood Marshall scholarship fund benefit and awards reception, February 13, 2006
Centennial celebration, 1990-1992
Center for the Advancement of the Quality of Life for Delawareans, 1992-1993
Century II campaign: The Case for Support, n.d.
Century farm awards, May 15, 1991
China delegates, September 1992
Christmas card, 1987
College priorities, 1988-1989
College relations and advancement annual report, 1989-1990
Computers in art education, Anna Chupa, 1994
College priorities 1988-1989, 1988
College relations and advancement annual report, 1989-1990
Cooperative extension, 1990
Council of Presidents, 1991-1993[folder 1 of 2]
Council of Presidents, 1991-1993[folder 2 of 2]
Council of Presidents recommitment to minority issues in higher education conference report, 1988
Crime awareness and campus security act compliance committee, 1991
DeLauder, William – biography, 1988, 1992
DeLauder, William – Inaugural address, 1988
DeLauder, William – inauguration committee, 1988
DeLauder, William – inauguration invitations and programs, 1988
DeLauder, William – inauguration news clippings, 1988

Box 24:
DeLauder, William – retirement invitations and programs, 2003
DeLauder, William – retirement grand gala, June 7, 2003
DeLauder, William – retirement news clippings, 2003
Delaware air park, n.d.
Delaware’s minority males: Enhancement and survival into the 21st century conference, 1991
Departmental capability statements, n.d.
Developing minority businesses, 1992
Development minority businesses, 1992
Development department, n.d.
Division of Student Affairs annual report, 1993
Division of student affairs year in review, 1987
Driver and Traffic safety education program, 1987
Drug prevention program, September 28, 1990
Emergency plan, 1990
Enrollment management task force,
Exchange program with Merida Institute of Technology, Mexico, 1990
Faculty and staff changes and policies, 1989-1992
Faculty handbook, 1991-1992
Faculty issues submitted at spring institute, 1990
First state constitutional scholarship, 1987-1988
Grant proposal development and processing procedures, 1988
Historically black public colleges and universities directory of key personnel, n.d.
Honorary degree citations, 1986
House of Representatives 135th General assembly, bill n. 474, 1990

Box 25:
Integrated aquaculture project, Gabon, African, 1995
Integrated services digital network (ISDN), 1991
International students dinner, 1989-1994
Inner-city environmental consortium, Weston Institute, 1991-1992
Inner-city environmental consortium, Weston Institute, 1993
Institutional advancement report, n.d.
Institutional and presidential profiles of the Nation’s historically black colleges and universities, NAFEO Volume XIX, April 1988
Loockerman Hall, 1991
Loockerman Hall renovations, 1992-1993
Merida Institute of Technology, Yucatan, Mexico news clippings and releases [Spanish language], 1990
Middle management meeting minutes, July 1989-April 1990
Middle managers, April 23, 1990
Minority leaders fellowship program recommendation for Michael P. Mitchem,
1992
National Association for Equal Opportunity in Higher Education Title III survey, 1991
National Park Service memorandum of understanding with minority colleges and universities, 1994
New faculty and staff 1990-1991 academic year, 1990
News clippings, 1988
News clippings, September-October 1995
News clippings, November-December 1995
News clippings, April, June 1996
News clippings, July 1996
News clippings, August 1996
News clippings, September 1996
News clippings, October 1996
News clippings, November 1996

Box 26:
Office of Sponsored Programs annual report, 1992-1993
Outstanding graduates at DSC, n.d.
Parking rules, 1991
Photographs, miscellaneous, 1971-1992
Photographs sent to the National Association of State Universities and Land-grant colleges, 1993
Policies and procedures book 3, section 4 management and section 5 price lists, c. 1989
Presidential Scholarship ball, planning, 1993
President’s ad hoc committee, 1992-1993
President’s residence history notes by Harriet R. Williams, 1988 [folder 1 of 2]
President’s residence history notes by Harriet R. Williams, 1988 [folder 2 of 2]
Price, Byron -- FAME and home economics, July 1990
Recruitment and admissions, 1995

Box 27:
School of business building schematic drawings, n.d.
School reform partnership Re:Learning, 1992-1993
Science alliance advisory committee, September-November 1989
Senate bills, 1990, n.d.
Social work library journals, December 1987
Special college services for the incarcerated agreement between the multi-purpose criminal justice facility 9M-PCJF) and Delaware State College, 1993
Student life task force, July 1996
Student registration, 1996
Students place in triple rooms, September 27, 1993
Summer college, n.d.
Teacher education task force, 1989-1990
Television program for the residence halls, August 26, 1994
United States Department of Labor and historically black colleges and universities
memorandum of understanding, 1994
University designation, 1993
Upward Bound memorandum of understanding between DSC and Delaware

Series VII: Travel

Box 27 continued:
Travel, April 1987
Travel, October 1987
Travel, November-December 1987
Travel, January-February 1988
Travel, March-April 1988

Box 28:
Travel, May-August 1988
Travel, September-October 1988
Travel, November 1988
Travel, March-April 1989
Travel, May-June 1989
Travel, September-October 1989
Travel, November-December 1989
Travel, January-March 1990
Travel, April 1990

Box 29:
Travel, May-July 1990
Travel, June-July 1992
Travel, June-December 1993
Travel, January-April 1994
Travel, July-September 1994
Travel, October-November 1994
Travel, December 1994
Travel, January 1995 [folder 1 of 2]

Box 30:
Travel, January 1995 [folder 2 of 2]
Travel, February 1995
Travel, March 1995
Travel, April 1995
Travel, May 1995 [folder 1 of 2]
Travel, May 1995 [folder 2 of 2]
Travel, June 1995
Travel, May 1996

Colophon: This collection was largely processed, arranged, and described by R. Scherry from December 2018 through May 2019. A small number of folders were created and ordered by E.
Cottle. The source and date of transfer for this collection are unknown but presumably occurred prior to the professional employment of an archivist.