



Lane Community College Archives

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Guide to Assistant to the President (Bert Dotson) Records

1960-1975

A-032

Collection processed by: Revell Carr, 1999; Elizabeth Uhlig, 2006

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Repository Name: Lane Community College Archives
4000 East 30th Avenue
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Collection Number: A-032

Creator: President's Office (Bert Dotson)

Title: Assistant to the President (Bert Dotson) Records

Dates: 1960 – 1975

Quantity: 12 c.f. (30 boxes)

Summary: The Assistant to the President (Bert Dotson) Records document the founding and early years of the college. The records include correspondence and other administrative records from the office of Bert Dotson, assistant to the president, 1965-1982, as well as records from the office of Dale Parnell, president, 1965-1968.

Location of Collection: Lane Community College Archives, Center Building

Administrative Information

Provenance: Administrative transfer

Restrictions on Access: None

Restrictions on Use: None

Preferred Citation: Assistant to the President (Bert Dotson) Records, 1960-1975 (A-032), Lane Community College Archives, Eugene, Oregon

Processing Note: Arranged and described by Revell Carr, 1999; Elizabeth Uhlig, 2006.

Biography: Bert Dotson

Bert Dotson, born in Eugene in 1923, was assistant to the president, 1964-1982. Prior to 1964 he had graduated from Eugene High School, received a B.S. in Architecture and Allied Arts from University of Oregon in 1951, and in 1961 completed a Masters in General Studies and a Masters in Education also from University of Oregon. He served in the U.S. Army during World War II, with active service in Europe, during which he progressed from private to first sergeant.

Dotson worked as an instructor at Springfield High School from 1951 to 1957 and then as dean of boys until 1959 when he was appointed curriculum supervisor for the Springfield School District. From 1963 to 1964 he was the district director of research and publications for the Springfield School District.



Bert Dotson, c. 1969-70

In February of 1964 Dotson was appointed executive secretary of a community college study committee and charged with paving the way for a ballot measure that could create Lane Community College. He took charge of a public relations campaign intended to convince local citizens of the importance and usefulness of, and need for, a community college. In the fall elections of 1964 voters approved the idea of LCC.

The first LCC Board of Education appointed Dotson the college's first administrative assistant. He worked to create the first budget, find classroom space, hire staff and faculty, and select the college's first president, Dale Parnell. Dotson was also instrumental in the passage of a \$10 million bond levy and serial levy and the acquisition of matching state funds for the construction of the LCC campus on East 30th Ave. Dotson continued in his position as LCC administrative assistant / assistant to the president until 1982, working under four presidents.

Biography: Dale Parnell

Dale Parnell was educated at Willamette University (B.A., 1951) and at the University of Oregon (M.Ed., 1956, D.Ed., 1964) and served as principal of Springfield High School and superintendent of Lane Intermediate Education District. He was instrumental in founding Lane Community College and served as its first president from 1965-1968. He was appointed Oregon superintendent of public instruction in 1968 by Governor Tom McCall.

In 1974 he became chancellor of San Diego Community College and in 1976 he became president of San Joaquin Delta Community College. He was president of the American Association of Community Colleges from 1981-1991, followed by a year as Oregon's community college commissioner.



Dale Parnell, c. 1965-68

He helped establish the Western Center for Community College Development at Oregon State University in 1992 where he taught before retiring in 1997. He was been a visiting professor at the University of South Florida in Tampa. His many publications include the book The Neglected Majority, published in 1985.

Content Description (Scope & Content Note)

This collection consists of records from the office of Bert Dotson, Assistant to the President (1964-1971) and from the office of Lane president, Dale Parnell (1965-1968). These records are the core group of records documenting the founding and early years of the college.

The collection is divided into 14 series.

- **Series A: Campus Planning & Construction Records, 1964-1970**
 - Files relating to the planning and construction of the East 30th Street campus, including floor plans and preliminary sketches.
- **Series B: Curriculum Records, 1965-1972**
 - Curriculum files include notes relating to the development of LCC's various departments and the types of courses to be offered at the college.
- **Series C: Election Records, 1964-1971**
 - Election files are primarily concerned with bond and serial levy elections in Lane County.
- **Series D: External Organizations Records, 1966-1971**
 - Correspondence with local, state and national organizations that were involved with or consulted during the early years of the college.
- **Series E: Financial Records, 1964-1971**
 - Financial records generally consist of budget summaries and audit reports.
- **Series F: Grants and Contracts, 1964-1972**
- **Series G: Internal Departments, Programs and Committee Records, 1965-1971**
 - Communications between the president's office and various departments and committees within the college. Many of these internal communications are concerned with the creation of important aspects of LCC, including the flight technology department, the library, the athletics program, and KLCC.
- **Series H: Institutional Organizational Records, 1964-1971**
 - Files concerning the early organization of the college including the Institutional Bill of Rights, and the first charts showing the proposed organization of the administration. Another collection of files details the early organization of the college including the Institutional Bill of Rights, and the first charts showing the proposed organization of the administration.
- **Series I: Legal Counsel Records, 1965-1971**

- Files contain correspondence with the college's first attorney, Edward C. Harms.
- **Series J: Personnel Services Records, 1965-1971**
 - Files from the personnel services department contain job descriptions, proposed salaries, hiring procedures, and details of the search for LCC's first president.
- **Series K: President's Office Records, 1965-1970**
 - Includes correspondence from the desks of Bert Dotson and Dale Parnell on a number of topics, including the selection of the president's cabinet and the LCC advisory committee.
- **Series L: Reports and Statistics, 1960-1971**
 - Reports from different areas of the college, including early reports on the need for a community college in Lane County, and surveys of students.
- **Series M: Subject Files, 1965-1972**
 - Subject files cover a wide array of subjects, including details about the creation of the LCC official seal, the campuses at Cottage Grove and Florence, internships, and exchange programs. Some of the most interesting correspondence is found in this section, particularly a letter from NASA regarding a request to have an astronaut speak at LCC commencement, and a series of letters concerning rock concerts by the Grateful Dead and Iron Butterfly on the LCC campus.
- **Series N: Subject and Other Administrative Records, 1960-1972**
 - This is a group of records that was transferred to the Archives from the President's Office after the initial transfer and arrangement of this collection. These records include subject files, committee records, and departmental records. They date from 1960-1972 and document the early years of the college, including early records of the Library/Learning Resource Center, 1965-1971, and the financial records of the Lane County Community College Study Committee, 1964-1965.

Container Listing

This is a detailed listing of the box and folder numbers with folder descriptions and dates.

Series A: Campus Planning & Construction Records, 1964-1970

Box 1

<u>Box/Folder</u>	<u>Folder Contents</u>
01/01	Architect Selection, 1965-1969
01/02	Architect Selection Phase II, 1969-1969
01/03	California Colleges Tour, 1966

01/04 California Colleges Tour, photos & brochures, 1966
01/05 Campus Model, 1966
01/06-7 Miscellaneous, 1964-1970
01/08 Comprehensive Plan Phase I, 1965-1966
01/09 Comprehensive Plan Phase II, 1966
01/10 Campus Charter Presentation, 1965

Box 2

02/01 Campus Dedication, Ground Breaking Ceremony, 1966-1967
02/02 Campus Dedication, East 30th Campus Opening, 1969
02/03 Drawings, Aerial View
02/04 Drawings, Campus Scenes
02/05 Educational Specifications, 1966
02/06-7 Facilities Planning
02/08 Facilities Planning Report, Phase I, 1969
02/09-10 Floor Plans, 1965-1968

Box 3

03/01-4 Funding, 1965-1970
03/05-8 General Construction, 1965-1968

Box 4

04/01-4 General Construction, 1968-1970
04/05 Interior Furnishings
04/06 Landscaping, 1967-1970
04/07 Learning Resource Center, 1966-1969
04/08 Mechanics Division, 1966
04/09 Oregon Community Colleges, Policies & Procedures, 1966
04/10-11 Project Plan, 1969-1975 (2 folders)
04/12 Proposal - Balzhiser, Seder, & Rhodes, 1964-1966

Box 5

05/01 Proposal - Lutes & Amundson, 1964
05/02 Proposal - Lloyd Bond & Associates 1964
05/03 Proposal - Morin & Longwood, 1964
05/04 Proposal - Stearns, Mention & Morris, 1964
05/05 Site Selection, 1965
05/06 Specifications for A/V retrieval system, 1968
05/07 Springfield Campus, 1965-1967
05/08 Ten-year projection
05/09 Sewer construction

Series B: Curriculum Records, 1965-1972**Box 6**

06/01 Accreditation, 1965-1971
06/02 Degree Requirements, 1965, 1971
06/03 Grading Policy, 1968-1970

06/04-5 Minority & Disadvantaged Programs, 1966-1972
06/06 Planning, 1968-1970
06/07 Regionalization, 1968-1970
06/08 Summer Session, 1967-1968
06/09 Textbook Lists, 1965-1966
06/10-11 Transfer Policies, 1965-1970
06/12-13 Vocational Training, 1965-1970
06/14 Workshop Courses, 1972

Series C: Election Records, 1964-1971

Box 7

07/01 Statistics, 1964-1971
07/02 Bond Election, 1966
07/03-6 Bonds, 1965-1968
07/07 Elections, May 3, 1965
07/08-9 Elections, May 2, 1966
07/10 Elections, May 1, 1967
07/11 Elections, June 1, 1967
07/12 Elections, May 28, 1968
07/13 Elections, 1969
08/01 Elections, 1970
08/02 Elections, February 10, 1970
08/03 Elections, May 26, 1970
08/04 Elections, July 14, 1970
08/05 Elections, August 20, 1970
08/06 Elections, 1971
08/07 Elections, April 13, 1971
08/08 Elections, June 29, 1971
08/09 Elections, August 26, 1971
08/10 Elections, September 28, 1971
08/11 Elections, September 28, 1971

Series D: External Organizations Records, 1966-1971

Box 9

09/01 Lane County Labor Council - AFL/CIO, 1966-1971
09/02 American Association of Junior Colleges, 1967-1971
09/03 City of Eugene, 1966-1971
09/04 Eugene-Springfield Access Transportation System Citizen's Advisory
Committee, 1968-1969
09/05 Eugene Mayor's Coordinating Council, 1965, 1969
09/06 Eugene Water and Electric Board, 1966-1971
09/07 Labor, Industry, Business Education Council, 1966-1971
09/08 Lane Council of Governments, 1967-1972
09/09 Lane County Community Health Council, 1968-1970

09/10-11 Lane Human Resources, 1968-1970 (2 folders)
09/12 Lane Intermediate Education District, 1967-1971
09/13 League for Innovation in Community Colleges, 1970
09/14 League of Women Voters, 1967-1970
09/15 Oregon Assoc. for Supervision and Curriculum Development, 1965-1971
09/16 University of Oregon, 1968-1971
09/17 Western Interstate Commission for Higher Education, 1968-1971
09/18 Willamette Valley Research Council, 1970

Series E: Financial Records, 1964-1971

Box 10

10/01 Budget, 1964-1966
10/02 Budget Summary & Miscellaneous, 1968-1969
10/03 Audit Report, 1965-1966
10/04 Audit Report, 1966-1968
10/05 Audit Report, 1968-1969
10/06 Audit Report, 1969-1970
10/07 Audit Report, 1970-1971
10/08 College Aid Fund, 1968-1970
10/09-10 Tax Support, 1966-1970

Series F: Grants & Contracts, 1964-1972

Box 11

11/01-12 Grants and Contracts, 1964-1972

Series G: Internal Departments, Programs and Committee Records, 1965-1971

Box 12

12/01-2 Advisory Committees, 1965-1971
12/03 Alumni Association
12/04 Art & Applied Design
12/05-6 Adult Education (2 folders)
12/07 Associated Students of LCC
12/08-11 Athletics, 1966-1971

Box 13

13/01 Bookstore
13/02 Business
13/03 Business Advisory Committee
13/04 Committee to Accommodate Six Hundred

13/05 Co-operative Education
13/06 Counseling
13/07-12 Curriculum Committee, 1965-1971
13/13-14 Data Processing Advisory Committee, 1965-1970

Box 14

14/01 Dental Program
14/02 Electronics Advisory Committee
14/03 English, Foreign Languages & Speech
14/04 Faculty Workload Committee
14/05 Fire Prevention Technology Advisory Committee
14/06-9 Flight Technology, 1966-1971
14/10 Food Service
14/11 Food Services Advisory Committee
14/12 Forestry Technician Advisory Committee
14/13 Foundation/Development

Box 15

15/01 Health & Physical Education Advisory Committee
15/02 Home Economics Advisory Committee
15/03 Industrial Technology
15/04 Industrial Technology Advisory Committee
15/05 Institutional Advancement
15/06 Institutional Research and Planning
15/07 Instruction Office
15/08 Instruction Office - VP of Instruction
15/09 Instructional Council
15/10 Law Enforcement Advisory Committee
15/11-13 Library, 1965-1972
15/14 Media Arts & Technology, 1965-1966

Box 16

16/01-4 Media Arts & Technology, 1966-1971
16/05 Paramedical Program
16/06 Performing Arts
16/07 Public Relations Commission
16/08 Staff Association
16/09 Staff Personnel Policies Committee
16/10 Staff-Student Committees
16/11 Student Activities
16/12 Student Services Committee
16/13 Study Skills Center
16/14 Training and Development

Series H: Institutional Organization Records, 1964-1971**Box 17**

17/01 Financial Services Reorganization; 1966-1969

17/02	General
17/03	Historical Writings
17/04	Institutional Bill of Rights, 1971
17/05	Institutional Values and Goals
17/06	Miscellaneous
17/07	Organizational Charts
17/08	Proposed Organizational Pattern for LCC, 1968
17/09	Proposed Lane County Community College; Fact Folder, 1964
17/10	Prospecti, 1964-1969

Series I: Legal Counsel Records, 1965-1971

Box 17

17/11	Legal Counsel: East 30th Campus, 1965
17/12-14	Legal Counsel: Edward C. Harms, 1965-1970
17/15	Legal Counsel: General, 1965-1971

Series J: Personnel Services Records, 1965-1971

Box 17

17/16	Evaluations
17/17	General
17/18	Hiring Procedures

Box 18

18/01	Insurance
18/02	Job Descriptions
18/03	Presidential Selection
18/04-6	Professional Development, 1966-1971
18/07	Salaries; Administrative
18/08-9	Salaries; Classified Personnel, 1965-1972
18/10	Salaries; Faculty
18/11-12	Salary Schedules, 1965-1971

Series K: President's Office Records, 1965-1970

Box 19

19/01-4	Cabinet, 1966-1970
19/05-10	Dotson, Bert
19/11	Executive Secretary

Box 20

20/01-12	Parnell, Dale, 1965-1966
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Series L: Reports and Statistics, 1960-1971**Box 21**

21/01 Advisory Committee Annual Report
 21/02 The Changing Face of School P.R.
 21/03 Comparative Cost Analysis of Lower Division Courses
 21/04 Coordination of Continuing Education & Community Services in Oregon
 21/05 Dental Hygiene Program - Formal Report
 21/06 Economic Impact of LCC on Lane County
 21/07 Eugene Human Rights Commission
 21/08 Eugene - Springfield Area Transportation Study
 21/09 "F Committee" LCC General Study
 21/10 Food Service Education Program Proposal
 21/11 Former LCC Students Who Now Attend U of O Survey Summary
 21/12-13 Graduate Follow-Up Surveys
 21/14 Graduate Follow-Up Study, Stage 1
 21/15 Health Division Proposal

Box 22

22/01 Home Economics Program Proposal
 22/02-3 Institutional Self-Study Report
 22/04 Job Cluster Curriculum
 22/05 Public Relations in Higher Education
 22/06 Public Relations Dep'ts at Community Colleges in Oregon & Washington
 22/07 Student Housing Survey
 22/08 Study of the Need for a Community College in Lane Co. & Adjoining School Districts
 22/09 Voter Participation in School District Elections
 22/10 Warren King & Associates Report on Oregon Public Higher Education
 22/11 Welding Program Evaluation

Box 23

23/01-3 Statistics: Enrollments, 1965-1971
 23/04 Statistics: Lane County, 1960-1965

Series M: Subject Files, 1965-1972**Box 23**

23/05 Academic Freedom
 23/06 Admissions Procedures for Selected Programs
 23/07-8 Affirmative Action, 1965-1970
 23/09-10 Airborne Institute

Box 24

24/01 Associated Students Community Unified Services

24/02 Campus Visitors
24/03 Child Care
24/04 Cigarette Vending Machines
24/05 Classroom Space
24/06 Classroom Use
24/07 Colleges for Oregon's Future
24/08 Commencement - NASA
24/09 Communication Skills Project
24/10 Community Services Study
24/11 Convocations
24/12 Copyright & Publications Agreements
24/13 Environmental Studies
24/14-15 Equipment, 1965-1968

Box 25

25/01-3 Equipment, 1968-1972
25/04 Equipment Bid List
25/05 Equipment Bid Specs
25/06 Family Planning
25/07 Financial Aid Scholarships
25/08 Flag, Proposed College
25/09 General Educational Development (GED) Testing Service
25/10-11 Hawaiian Exchange Program

Box 26

26/01 Heceta House
26/02-3 High School Relations, 1965-1971
26/04 Internships
26/05 Job Search Techniques Program
26/06 Journalism
26/07 Junction City Education Center
26/08 Ladies of LCC (Staff Wives) 1966-1971
26/09 LCC Flying Titans Club
26/10 Lane County Fair
26/11 Lane County Youth Project
26/12 Lansdowne Essay Contest
26/13 Laws, Education
26/14 Law Enforcement

Box 27

27/01 LCC at Cottage Grove
27/02 LCC at Florence
27/03 Legislation, Federal
27/04 Legislation, State
27/05 Oregon Educational Coordinating Council
27/06-7 Public Relations and Opinions, 1967-1971
27/08 Real Estate
27/09 Registration
27/10 Residency Requirements
27/11 Rock Concerts
27/12 Security

27/13	Senior Citizens
27/14	Student Bill of Rights
27/15	Student Placement
27/16	Student Records
27/17	SUTOE (Self-Understanding Through Occupational Exploration)
27/18	Teaching
27/19	Teaching - Great Teachers Seminar
27/20	Travel and Transportation
27/21	Tuition and Fees
27/22	Vietnam War, 1969-1970

Series N: Subject and Other Administrative Records, 1960-1972

Box 28

28/01	Allied Health Division, 1967-1968
28/02	Accreditation, 1970-1971
28/03	Advisory Committees, 1972
28/04	Affirmative Action, Status Report, 1972
28/05	Annexation, 1971
28/06	Art, 1968-1972
28/07	Associated Students of LCC, 1970-1971
28/08	Athletics, 1972
28/09	Career Analysis, 1969
28/10	Computers, 1972
28/11	Construction, 1965-1968
28/12	Copyright and Patents, 1971-1972
28/13	Counseling, 1971-1972
28/14	Curriculum, 1972
28/15	Degree Requirements 1965
28/16	Dental Assistant Advisory Committee (ETVS), 1963-1965
28/17	Department Chairmen, 1972
28/18	Dial Retrieval, 1969-1972
28/19	Eugene Technical-Vocational School, 1960-1965
28/20	Educational Coordinating Council, 1968
28/21	Elections, Analysis, 1964-1971
28/22	Evening Program, 1972
28/23	Food Services, 1971
28/24	Grading, n.d.
28/25	Heceta House, Usage, 1971-1972
28/26	Health, Education and Welfare, 1965
28/27	Institutional Bill of Rights, 1971-1972
28/28	Institutional Research, 1970
28/29	Job Descriptions, 1970
28/30-32	Lane County Community College Study Committee, Financial Records, 1964-1965

Box 29

29/01	Lane Community College Staff Association, 1969-1972
29/02	Learning Resource Center (Library), General, 1965-1971
29/03	Learning Resource Center (Library), Audio-Visual Services, 1968-1971

29/04	Learning Resource Center (Library), Book Selection Policy, 1967
29/05	Learning Resource Center (Library), Copyrights and Patents, 1971
29/06	Learning Resource Center (Library), "Information about the Library", 1967
29/07	Learning Resource Center (Library), Non-Book Materials, 1970
29/08	Learning Resource Center (Library), Policies and Procedures, 1967-1971
29/09-11	Learning Resource Center (Library), Procedures Handbook, 1967
29/12	Lane Community College, History and Description, 1964-1971
29/13	Broadcasting and Media Steering Committee, 1971
29/14	Lane County Area Education District, 1964
29/15	Board of Education, 1964-1972
29/16	Manasse Study, 1972
29/17	Media Commission, 1972
29/18	Media Marketing Agency, n.d.
29/19	Oregon Community College Association, 1967-1968
29/20	Oregon State Department of Education, 1966-1968
29/21	Organization, 1965-1968

Box 30

30/01-2	Personnel Recommendations, 1970-72
30/03	Physical Education, 1969
30/04	Planning Task Force Report, 1971
30/05	Practical Nursing, 1965
30/06	Presidency, 1965
30/07	Professional Growth and Development, 1967-1970
30/08	Publicity Guidelines, 1971
30/09	Radio Broadcasting and TV, 1965
30/10	Real Estate, Gonyea Property, 1965
30/11	Self-Study, 1967-1968
30/12	Staff Personnel Policies Committee, 1967-1972
30/13-14	Student Activities, 1967-1971
30/15	Student Awareness Center, 1970-1972
30/16	Student Health Services, 1972
30/17	Teaching, 1971-1972
30/18	Transfer Policies, 1972
30/19	Travel, 1972
30/20	Women, Questionnaire, 1972
30/21	Workshop Curriculum, 1972

Related Resources

- **On-line exhibits:**
 - [Lane Community College: The Parnell Years](#). This exhibit is based on the book written by Larry Romine which describes the founding and early years of the college and Bert Dotson's role in establishing the college.
 - [Counting the Ballots on October 19, 1964](#). Larry Romine tells the story about the night of October 19, 1964, when the citizens of Eugene voted to

establish the community college.

- **Related Collection:**
 - [President's Office \(Dale Parnell\) Records, 1964-1969 \(A-033\)](#). Dale Parnell was the first president of Lane Community College, 1965-1968.

- **Oral History:** The Archives has several oral histories that cover the founding and early years of the college.
 - Bert Dotson: Assistant to the President, 1965-1982
 - [Dale Parnell](#): President, 1965-1968
 - Larry Romine: Director of Institutional Advancement, 1968-1992; Member of Board of Directors, 2002-present.