



Lane Community College Archives

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Guide to Student Services Office (Robert Marshall) Records

1965 – 2000

A-048

Collection processed by: Tiah Edmunson-Morton, 2005

Inventory encoded by: Tiah Edmunson-Morton, 2006

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Repository Name: Lane Community College Archives
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Collection Number: A-048

Creator: Student Services Office, Robert Marshall

Title: Student Services Office (Robert Marshall) Records

Dates: 1965 – 2000 (inclusive); (1988-1992, bulk)

Quantity: 20.8 c.f. (52 document boxes)

Summary: Administrative and departmental records from Robert Marshall, Vice President of Student Services from 1988-1992. This collection documents the push by Lane Community College to increase enrollment and student retention, its concern with diversity issues, and its interest in international education.

Location of Collection: Lane Community College Archives, Center Building

Administrative History:

The Student Services Office, as it was known during Robert Marshall's time, has undergone several name changes. The Office of the Dean of Students was created in 1965; in 1967, the office became Student Personnel Services. It was changed again in 1976 to Student Services. In 1997, the department reorganized and merged with Instructional Services to become the Office of Instruction and Student Services.

Biographical Sketch: Bob Marshall



Robert B. "Bob" Marshall began his work at Lane Community College when it was the Eugene Technical-Vocational School, part of Eugene School District 4. He worked as a math teacher and the director of the Manpower Development and Training Program (an act intended to train and retrain thousands of workers unemployed because of automation and technological changes).

When citizens voted to turn Eugene Technical-Vocational School into the nucleus of a community college in 1964, Marshall received the challenge of setting up an academic records system. He had eight months to do it before the official opening date of Lane Community College on July 1, 1965. Marshall kept his position as the director of the Manpower Development Training Act (1965-1968) after Lane opened its doors. In 1968, he took a job as the Director of Admissions. This was a position he kept for 20 years, until stepping into an interim vice president position for Student Services, which was made permanent in 1990.

In a 1990 interview, he explained the important role Lane Community College played in the evolution of higher education.

Lane was the second college on the West Coast to offer a computerized transcript system... the first college in the Northwest to have an online registration system... the first to offer online degree evaluation... [and] one of the first in the Northwest to offer touch-tone telephone registration.

Marshall said that, because there was no precedent to follow, it was an exciting time at the college; "[f]ree discussion led to innovation." This innovative attitude kept Lane Community College on the edge of development for registration systems. Marshall thought the college had to continue this push toward innovation; he saw the key to its survival in revitalization and change. He believed that "[a]s you become older, you become more comfortable with what is then what could be. You can't maintain the beginning level of energy."

He retired at the end of the 1991-1992 Academic Year; the following is an excerpt from his intent to retire letter, dated January 29, 1992:

It is very difficult to put into words just what the college has meant to me through all of these years. Experiencing the building of a new campus and the successes that have followed have given me a great deal of pride, but all of that pales when I think of the thousands of students who's [*sic*] lives have been changed for the better through their involvement with... Lane Community College... What makes the college a special place to work is that we do truly care about each other and our students.

He was succeeded by Linda Fossen in 1992 (A-049).

Before moving to Oregon, he spent several years with Allied Chemical in Delaware (1953-1954, 1956-1958) and two years as an Army instructor in power plant operations (1954-1956). He studied power plant mechanics at Williamson Free School of Mechanical Trades in Pennsylvania (1953) before earning a B.S. in 1961 and M.Ed. in

1962 from Pennsylvania State University. He did post-graduate work in educational administration at the University of Oregon, 1964-1970.

Content Description:

The collection is divided into eight sections: Administrative Records, Departmental Records, Financial Records, Student Activities and International Education Records, Publications, Outside Records, Committee Records, and Correspondence. It includes memos, calendars, articles, reports, surveys, institutional planning materials, and departmental records from the departments Marshall managed.

- **Administrative Records:** In addition to general administrative records for the Student Services department, this series also contains records that pertain to institutional planning.
- **Departmental Records:** Records in this series are divided according to department. The bulk of the collection is for Financial Aid, the Bookstore, Food Services, Athletics, Student Services, Child Care, Admissions, Counseling, and Personnel. These files contain records for faculty, as well as confidential union negotiations and personnel files.
- **Financial Records:** These records generally consist of budget summaries and audit reports. In addition to files containing copies of grant applications and contracts, this series contains financial records for individual departments, tuition increases, and information about the Lane Foundation. Records for Financial Aid and scholarship information are contained in the "Department Records" series, under the Financial Aid department.
- **Student Activities and International Education:** This series primarily consists of records for Student Organizations, Student Complaints, and International Education. In the early 1990s, the college explored establishing an exchange program with various international universities, including some in Japan and Germany. Other collections in the Archives contain more information about international education, they can be found in the Instruction & Student Services Records, 1994-2004; Instructional Services Records, 1980-1998; President's Records: Richard M. Turner, 1985-1988 (A-039); President's Records: Jerry Moskus, 1990-2001; Student Services Records, 1984-1998. A guide can be found at <http://www.lanecc.edu/archives/DiversityGuide.html> and inventories are available in the Archives.
- **Publications:** Included in this series are both materials published by Lane, such as Denali and the Torch, as well as outside publications (books, reports, surveys).
- **Outside Records:** This series contains records from outside associations and organizations. It includes outside committees, coalitions, councils, associations (including Oregon Community College Association), legislative bodies and state boards, meeting records, and information from other colleges & universities. There are also three files on the League for Innovation, which is an international organization dedicated to catalyzing the community college movement.
- **Committee Records:** This series contains records for Lane Community College committees, including 25th Anniversary Steering Committee, Art Works Committee, International/Inter-Cultural Committee, Substance Abuse Committee,

and Executive Council.

- Correspondence: Box 5 contains general administrative correspondence with individuals and departments during Robert Marshall's tenure as vice president. Boxes 50 & 51 contain general administrative correspondence to and from Linda Fossen.

Boxes 49, 50, 51, and 52 contain materials from Linda Fossen's tenure as vice president for Student Services; they are combined with Robert Marshall's records.

The collection consists of 52 document boxes of paper records.

Related Materials and Collections:

Guide to President's Office (Richard M. Turner) Records, 1985-1988 (A-039). This collection includes correspondence, subject files, and administrative records documenting the tenure of college president Richard Turner. The processed collection can be found in the Archives.

Guide to President's Office (John Carter) Records, 1978-1991 (A-045). Carter was interim president of Lane Community College from 1988-1990. This collection includes correspondence, subject files, and other administrative records. The processed collection can be found in the Archives and an online finding aid can be found at <http://www.lanecc.edu/archives/A045.html>.

Guide to President's Office (Jerry Moskus) Records, 1964-2004 (A-053). Moskus was president from 1990-2001. The collection can be found in the Archives.

Guide to Student Services Office (Linda Fossen) Records, 1971-2000 (A-049). Linda Fossen succeeded Robert Marshall as vice president for Student Services in July 1992. The processed collection can be found in the Archives.

Guide to Student Services Office (Hakanson, Carter) Records, 1965-1987 (A-024). The collection includes administrative records from the tenure of Dean of Students I.S. (Bud) Hakanson, 1965-1969, and Dean of Students/ Vice President for Student Services John (Jack) Carter, 1969-1988. The processed collection can be found in the Archives and the online finding aid can be found at <http://www.lanecc.edu/archives/A024.html>.

Arrangement:

Series A: Administrative Records: 1967 – 1993 (inclusive); (bulk 1988 – 1992)

Series B: Departmental Records 1978 – 1994 (inclusive); (bulk 1985 – 1992)

Series C: Financial Records 1981 – 1993 (inclusive); (bulk 1988 – 1992)

Series D: Student Activities and International Education 1975 – 1994 (inclusive); (bulk 1986 – 1992)

Series E: Publications 1974 – 2000 (inclusive); (bulk 1984 – 1991)

Series F: Outside Records 1982 – 1993 (inclusive); (bulk 1987 – 1991)

Series G: Committee Records 1986 – 1992

Series H: Correspondence: 1980 – 1993 (inclusive); (bulk 1992 – 1993)

Subjects:

Marshall, Robert
Fossen, Linda
Turner, Richard M.
Carter, John E.
Moskus, Jerry R.
Lane Community College (Eugene, Or.)
Lane Community College. President's Office
Colleges and universities
Universities and colleges – Administration
Community colleges – Administration
Diversity in higher education

Alternative Forms Available:

Repository maintains guide to collection on an in-house database. A guide to the collection is also available on the repository's website.

Administrative Information:

Restrictions on Access: The bulk of the collection is open for research; Legal Records, Complaint/Grievance Records, and Personnel files are restricted.

Restrictions on Use: Yes

Preferred Citation: Guide to Student Services Office (Robert Marshall) Records, 1965–2000 (A-048), Lane Community College Archives, Eugene, Oregon

Custodial History:

Administrative transfer from the Student Services Office 1993-1994

Processing Note:

Collection was processed and described in the fall of 2005 by Tiah Edmunson-Morton.

CONTAINER LIST

Series A: Administrative Records: 1967 – 1993 (inclusive); (bulk 1988 – 1992)

Description	Box	Folder
Academic Calendar: Martin L. King Holiday, 1991	26	19
Additional Offerings, 1991	27	16
Administrative Services: 1987-92	14	9
Administrative Services: Operations Manual, 1987	3	1
Administrative Support Profit & Support Recovery, 1989	14	10

Advising Materials, 1985-91	11	2
Annual Report: 1986-87	14	11
Applicant No-show Study, n.d.	17	13
Applicant Screening/Selection, 1990	32	30
Apprenticeship Programs: Associate of Science Apprenticeship degree for the International Masonry Institute, 10/15/1987	5	6
Art & Applied Design, 1974-87	32	8
At Risk Students, 1986-87	15	10
Attainment Report: 1990-91	42	5
Attendance Policy, 1984	23	3
Attorney Legal Issues, 1979-91	14	15
Board of Education Updates: January 1992-May 1993 (2 Folders)	49	3-4
Board Policy: Revisions, 1986-92	23	2
Board: Mailing Schedule, 1990-91	22	11
Board: Minutes, Misc. 1991, Jan 1992-March 1992 (2 Folders)	50	2-3
Board: Minutes: April 1992-June 1992	50	1
Board: Work Session, Sept. 21, 1991	24	3
Bomb Threat Procedures, 1985	23	10
Campus Security, 1986-91	25	25
Career Information Services, 1982-90	15	9
Career Information System, 1983-1988	38	3
Carter, Jack: Vita, 1972-86	32	27
Class Schedule, 1989	6	8
Classified Job Description Questionnaire, 1992	29	2
Classified: General, 1987-91	33	2
College High Program, 1988-91	10	2
College High Program, 1990-91	10	3
College Success: Course Outline, 1991	32	26
Community College Reimbursement, 1987	1	4
Complaint Procedure: Revision, 1983-88	42	2
Computer Services, 1987-90	32	12
Computer Services: Mainframe, 1990-92	32	13
Computerized Transcript Evaluations: Holly, Mildred, 1990-91	27	19
Crime Reports, 1991-93	30	19
Critical Needs, 1991-92	44	12
Department Titles, Official, 1989-90	42	6
Directors Meeting: (Carter), 1991-92	22	1
Directors Meeting: (Carter), 1991-92	22	2
Directors Meetings: Sept. 1992-Dec. 1992	49	5
Directors/President's Weekly Report: Jan. 1993-June 1993	52	1
Directors/President's Weekly Report: July 1992-Dec 1992	52	2
Directors/President's Weekly Report: July 1992-Dec 1992	52	3
Disaster Plan, 1976-85	23	11
Dislocated Worker Program, 1991-92	31	2
Downtown Center: General, 1982	27	8
Ed Net, 1989-91	24	7
Emergency Care: Staff Plans, 1983-85	23	12
Emergency Evacuation of Buildings, 1987	23	13
Executive Secretary, 1988	34	4
Fax Machines, 1991	32	14

Federal: Immigration & Naturalization, 1989-90	31	11
Final Attainment Report, 1989-90	6	6
Flight Technology, 1986-93	32	17
Flight Technology: Kawanda Agreement, 1988-90	26	9
Health Occupations: Child Development Center, 1988-90	32	20
High School Graduates, 1990-91	8	7
High School Relations, 1986-91	8	8
Honors Program, 1984-91	25	21
Income Credit Program Transfers, Financial Services, 1992	44	2
Information Telephone Line, 1990	17	10
Institutional Planning Records: Accreditation Report, 1984	41	2
Institutional Planning Records: Accreditation, 1984-86	2	7
Institutional Planning Records: Accreditation: Instructional Self-study Report, 1967-68	3	2
Institutional Planning Records: Administrative Changes: Proposed, 1986	14	7
Institutional Planning Records: Administrative Restructure: 1991-92	14	8
Institutional Planning Records: Community College Goals Inventory, 1988	24	2
Institutional Planning Records: Community College: Goals and Objectives, 1983-84	24	1
Institutional Planning Records: Community Education: General, 1984	27	9
Institutional Planning Records: Community Perception & Needs Survey, 9/90	6	10
Institutional Planning Records: Course Completion Analysis, 1990-91	14	12
Institutional Planning Records: CPRS (Comprehensive Program Review System), 88-89	30	8
Institutional Planning Records: Deadline Dates: Policy Change, 1990	28	1
Institutional Planning Records: Department Planning Packet: 1991-92 (Fiscal Year)	47	4
Institutional Planning Records: Educational Institute Survey: Acceptance of Transfer Credit, 1990	11	7
Institutional Planning Records: Goals for College Departments, 1990-91	44	1
Institutional Planning Records: Guidelines for the Development of Computerized Student Information Systems, 1984	3	3
Institutional Planning Records: LCC Student & Employer Follow-up Studies for 87/88	1	9
Institutional Planning Records: LCC Student & Employer Follow-up Studies for 87/88	28	8
Institutional Planning Records: LCC Student & Employer Follow-up Studies for 88/89	28	7
Institutional Planning Records: LCC Student & Employer Follow-up Studies for 90/91	5	4
Institutional Planning Records: Low Enrollment Management, 1991	46	3
Institutional Planning Records: Management: Participatory, 12/88-3/90	5	1
Institutional Planning Records: Management: Retirement, 1989	33	4
Institutional Planning Records: Management: Styles, 1989-92	5	2
Institutional Planning Records: Management: Suggestions, 1982, 1985-86, 1988-89	4	9
Institutional Planning Records: Management: Suggestions, 1989-90	4	8

Institutional Planning Records: Management: Working Agreement, 1985-91	33	6
Institutional Planning Records: Mandatory Needs, 1991-92	45	6
Institutional Planning Records: Mar % Stat Market, Research, and Analysis, 1990	17	14
Institutional Planning Records: Marketing Plan, 1987-89	6	7
Institutional Planning Records: Marketing Plan, 1988-89	6	11
Institutional Planning Records: Marketing Plan, 1989-90	6	12
Institutional Planning Records: Marketing Plan, 1990-91	6	13
Institutional Planning Records: Marketing Plan, 1991-92	6	14
Institutional Planning Records: Planning, 1992-93	24	5
Institutional Planning Records: Planning, 1987-88	42	4
Institutional Planning Records: Planning: Planning Task Force, 1988-91	24	6
Institutional Planning Records: Planning: Task Force, 1988-91	37	3
Institutional Planning Records: Project Plans, 1991-92	46	9
Institutional Planning Records: Reorganization, 1990-92	42	8
Institutional Planning Records: Reports Quality Circles, n.d.	19	4
Institutional Planning Records: Retention: General, 1986	6	3
Institutional Planning Records: Retention: Program Review and Recommendations, 1986	6	4
Institutional Planning Records: Salik Study: Administrative Review Team, 1990	17	12
Institutional Planning Records: Self Support, 1987	30	12
Institutional Planning Records: Semester Conversion (3 Folders) 1976-77, 1980-81, 1984-88	2	1-3
Institutional Planning Records: Semester Conversion, 1987-88 (2 Folders)	3	4-5
Institutional Planning Records: Shared Decision Making: 1990-92	35	2
Institutional Planning Records: Shared Decision Making: Process Evaluation Report & Appendices (Handbook), 7/21/92	5	3
Institutional Planning Records: Student Information System: Present and Planned, n.d	6	15
Institutional Planning Records: Student Intent Analysis, 1988-89	30	15
Institutional Planning Records: Unfunded Activities: Long Range Planning, 1988-89	42	3
Institutional Research: FTE Report, 1991-92	31	1
Involuntary Activated Reserve Units, 1991	9	19
Job Placement: Career Fair, 1991-92	8	14
Lane Education Service District, 1988-89	18	8
LCC Sports Camp Proposal, 1989-91	25	2
Lead Level Problem, 1991	25	23
Leaders Project, 1989	15	6
Library Information: Learning Resource Center, n.d.	32	23
Mailing Information, n.d.	31	13
Math Resource Center, 1990	32	24
Mission Statements: Various College Departments, 1990-91	43	6
Multicultural Center: General, 1990-92	9	5
Percentage Distribution of Enrollment by Major Instructional Program, 1987	38	2
Personal Use of College Equipment, 1984-87	23	5

President's Office, 1985-88	14	17
Racism Free Zone, n.d.	22	8
Records Retention Schedule (Responses from SSD's 1/88)	15	2
Recycling: Environmental Concerns, 1990-91	18	9
Revised College Complaint Procedure, 1986	22	6
Safety Policy, 1991-92	23	6
Schedule of Classes, 1989	6	8
School Closure Policy, 1979-87	23	7
Small Business Development Center: General, 1985-86	27	7
Smoking, 1991-92	14	5
Special Services: Legal Services, 1989	19	10
Staff Development, 1989-93	34	11
Substance Abuse: General, 1986-91	27	5
Substance Abuse: Statement of Prevention, 1990	27	4
Telecourses, 1989	32	19
Telephone Information Specialist, 1990	17	9
Telephone Registration, 1986-87 (2 folders)	1	5-6
Telephone Registration, B.Y.U., 1986	1	7
Transportation Policy, 1984	23	9
Valley River Center, 1989	22	5
Valley River Center: Open House, 1990	22	4
Veterans: General, 1988-92	9	18
Vocational Education: Graduate, No Formal Award, and Early Leaver, 1983-84	28	6
Volunteers at Lane Community College, 1989-90	18	10
Workforce Quality Council, 1991	17	7

Series B: Departmental Records 1978 – 1994 (inclusive); (bulk 1985 – 1992)

Description	Bo	Fold
Admissions: Administrative Withdrawal, 1990-92	27	17
Admissions: Classline, 1987-90	27	18
Admissions: Degree Requirements, 1984-92	28	2
Admissions: Enrollment General, 1987-91	30	3
Admissions: Enrollment Policy 16 Years & Under, 3/16/89	30	6
Admissions: General Transfer Information, 1989-92	11	8
Admissions: General, 1987-91	30	4
Admissions: Pre-Registration for Sequence Class, 1991	30	7
Admissions: Reciprocity, 1985-89	29	15
Admissions: Summer School, 1986-89	30	14
Athletics: Baseball, 1988	25	11
Athletics: Basketball, 1985-87	25	12
Athletics: Coaches Congratulations, 1985-89	25	4
Athletics: General, 1989-92	24	16
Athletics: Intramurals, 1989-91	25	13
Athletics: Justification, 1987-92	24	17
Athletics: Personnel, 1985-92	25	6
Athletics: Scholarship: Proposal, 1988-91	25	16

Athletics: Secretary Responsibilities, 1990	25	7
Athletics: Soccer and Track Fields for High School Football Games, 1992	25	3
Athletics: Sports Council, 1989	20	21
Athletics: Study Group, 1991	20	22
Athletics: Substance Abuse Policy, 1986	2	5
Athletics: Track & Field, 1983-89	25	14
Bookstore: Bar Code, 1991	10	4
Bookstore: Follett College Stores, 1991	10	5
Bookstore: General, 1986-92	10	6
Bookstore: Personnel, 1986-91	10	7
Business Department, 1991	32	10
Child Care: 1985-1992	19	9
Child Care: ALSCC Co-op, 1991-92	20	13
Child Care: Issues At Lane Community College: A Background Survey, spring 1989	6	9
Child Care: Student Financial Aid Pilot Program, 1989-90	12	9
Counseling: At Risk Students, 1986-88	11	3
Counseling: Construction, 1991	11	4
Counseling: General Education & Block Transfers, 1985-92	11	6
Counseling: General, 1987-92	11	9
Counseling: Native American Student Association (N.A.S.A.), 1992	11	11
Counseling: New Students, 1991	11	12
Counseling: Personnel, 1987-92	11	17
Counseling: Student Follow-up Reports, 1985-90	12	1
Counseling: Student Success Class, 1990	12	2
Counseling: Tally of Withdrawals, 1989	11	5
Counseling: Testing Office, 1986-92	12	3
Counseling: Transfer Agreement, 1986-92	12	4
Counseling: Transfer Information, 1985-91	12	5
Counseling: Transfer Study Group, 1991	12	6
Financial Aid: Ability to Benefit Testing, 1990-91	11	1
Financial Aid: Appeals, 1987-90	12	10
Financial Aid: Corrective Action Plan, 1989	12	13
Financial Aid: Default Loans, 1990	12	15
Financial Aid: Emergency Student Loans, 1986-91	12	16
Financial Aid: FISAP Report, 1987	45	5
Financial Aid: FISAP Report, 1991	7	1
Financial Aid: General, 1986-92	13	1
Financial Aid: Guaranteed Student Loan, Compliance Review, 1988-90	13	3
Financial Aid: Guaranteed Student Loan, Default, 1987-90	13	4
Financial Aid: Guaranteed Student Loans, General, 1985-89	13	2
Financial Aid: Liability: Correspondence File, 1983-86	45	3
Financial Aid: Liability: Miscellaneous Review Projects, 1986	44	10
Financial Aid: National Association of Student Financial Aid Administrators, 1990	13	5
Financial Aid: Personnel, 10/86 CONFIDENTIAL—IN BOX 52	12	17
Financial Aid: Satisfactory Progress, 1984-87	13	9
Financial Aid: Scholarship Recommendations, 1985-88	3	8
Financial Aid: Scholarship: Board Tuition, 1987-88	3	9
Financial Aid: Scholarship: Other Colleges, 1988-89	25	17

Financial Aid: Scholarship: Recommendations, 1985-88	3	7
Financial Aid: Scholarship: Recommendations, 1992	25	18
Financial Aid: Student Loans: General, 1989-91	14	1
Financial Aid: Student Withdrawal, n.d.	14	2
Financial Aid: Title IV Program Review, 1990-92	14	4
Food Services: 1989-91	7	4
Food Services: Bid Materials, 1986-89	7	3
Food Services: Cafeteria Foyer Area, 12/12/90	7	5
Food Services: Catering, 1985-89	7	6
Food Services: General, 1986-92	7	8
Food Services: Income and Expense Statement, 1989-90	7	12
Food Services: Low-Fat Options, 1990	7	13
Food Services: Management, 1983-87	7	14
Food Services: Marriott, 1991	8	1
Food Services: Morning Star Vending, 1988-89	47	2
Food Services: Renaissance Room Proposal, 1987-88	8	3
Food Services: Styrofoam, 1988-90	8	4
Food Services: Weekend College, 6/29/88	8	6
Human Resources: First Source Agreement, n.d.	26	8
Nursing: 1989	32	21
Nursing: Admissions, 1991	32	22
Office of Instruction, 1987-92	14	16
Personnel: Discipline/Discharge, 1987-91	34	6
Personnel: Evaluations/Managers, 1979-90	41	3
Personnel: Evaluations: General Info, 1984-93	32	31
Personnel: Faculty: Evaluation Policy Task Force, 1991-92	33	10
Personnel: Faculty: General Information, 1987-90	33	11
Personnel: Faculty: Instructional Vice President Position, 1990	33	8
Personnel: Faculty: Professional Development Team, 1992	33	16
Personnel: Faculty: Proposed Administrative Changes: Review Committee for Workload, 1988-89	14	6
Personnel: Faculty: Workload Issue, 1987-89	33	18
Personnel: General, 1989-92	32	28
Personnel: Layoff Information, 1992	34	8
Personnel: Reclassification: General, 1991-92	34	10
Science Department, 1987-91	32	25
Student Health: Aids Conference Chemeketa, 1987-88	9	6
Student Health: General, 1988-92	9	8
Student Health: Immunization Bill, 1991-92	9	9
Student Health: Job Postings, 1992	9	11
Student Health: Measles, 1991	9	12
Student Health: Tobacco Chewers Research Study U of O, 1991	9	13
Student Services/Financial Services: In-service, 1990	27	13
Student Services: Branch Program Adjustment Requests Approved, 1991-92	46	7
Student Services: Enrollment Statistics: fall 1978/1979 through fall 1980/1981	37	1
Student Services: Enrollment Statistics: fall 1982/1983 through spring 1983/1984	36	3
Student Services: Enrollment Statistics: fall 1988 - weekend college	36	1

Student Services: Enrollment Statistics: summer 1976 through summer 1978	37	2
Student Services: Enrollment Statistics: summer 1984/1985 - spring 1986	35	3
Student Services: Enrollment Statistics: summer 1988 - spring 1989	36	2
Student Services: Enrollment Statistics: summer 1990 through spring 1992	40	4
Student Services: Enrollment Statistics: winter 1980/1981 through summer 1982	36	4
Student Services: Fossen, Linda: Calendar, 12/92	1	1
Student Services: Goals and Objectives, 1988-89	24	4
Student Services: Marshall, Bob, 1988-92	29	4
Student Services: Miscellaneous: 1986-1991	45	4
Student Services: Personnel Management Positions, Ranges/Titles, 1991	32	29
Student Services: Reorganization, 1990	42	7
Student Services: Student Characteristics, 1990-93	41	1
Student Services: Student Characteristics: 1979-80, 1980-81, 1981-82	40	1
Student Services: Student Characteristics: 1982-83, 1982-84, 1984-85	39	2
Student Services: Student Characteristics: 1986-87, 1987-88, 1989-90	39	1
Student Services: Target Audience: Prospective Students and the General Public, n.d.	6	16
Students Services: Hub, 1989-91	25	24

Series C: Financial Records 1981 – 1993 (inclusive); (bulk 1988 – 1992)

Description	Box	Folder
Admissions: Classline Fee Increases, 1988	30	2
Admissions: Tuition Committee, 1990-91	29	11
Association of International Educators (NAFSA/A.I.D.) Competitive Grants Proposal for Grant, 1989-90	20	5
Athletics: Budget, 1986-89	24	15
Athletics: Tuition Waivers, 1985-89	25	15
Bill Alert, 1989	31	14
Budget: 1986-87, 5% Reduction	49	2
Budget: 1987-88	48	4-5
Budget: 1988-89	26	15
Budget: 1988-89, Surveys & Memos #2	48	3
Budget: 1989-90	48	2
Budget: 1990-91	47	1,5
Budget: 1990-91	48	1
Budget: 1991-92	43	1-3
Budget: 1992-93	26	4
Budget: Capital Outlay, 1990-91	46	2
Budget: Capital Outlay: 1991-92 Supplemental	45	1
Budget: Equity Task Force, n.d.	26	11
Budget: Financial Modeling Report, 1989	26	12
Budget: Financial Report, 1989-90	26	13
Budget: Fiscal Report, 1986-1987	6	1

Budget: General, 1990	26	14
Budget: Income Credit Program & Fees, 1991-92	46	4
Budget: Information, 1990-91	4	1
Budget: Packet Information, 1991-92	46	6
Budget: Position Worksheet, 1991-92	44	9
Budget: Preparation, 1987-88	49	1
Budget: Preparation, Income Credit Program Account, 1991-92	43	4
Budget: Proposal, 1991-92	46	5
Budget: Reduction, 1991-92	44	7
Budget: Student Services, 1990-91	44	11
Budget: Supplemental, 1991-92	45	2
Budget: Worksheet Expenditures, General Fund, 1991-92	47	3
Budget: Worksheet Expenditures, Student Financial Aid Fund, 1991-92	46	8
Cigarette Sales, 1991	8	9
Contract Training: Reimbursement, 1989	25	1
Contracts: Apple Computer, 1991	26	7
Endowment: Wayne Shields Endowment, 1988-91	25	20
Financial Aid: Audit #10-13197 OR, (7/1/89--6/18/91)	26	3
Financial Aid: Audit #10-21202, 1981-83	44	3
Financial Aid: Audit #10-21202, Correspondence, 1981-83	44	5
Financial Aid: Audit #10-21202, Notes/Government Bulletins, 1981-83	44	4
Financial Aid: Audit #10-61184, 1985-88	44	6
Financial Aid: Audit Coopers & Lybrand Ending 6/30/89	26	1
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