



Lane Community College Archives

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**Guide to President's Office (Jerry Moskus) Records:
1964 - 2004**

A-053

Collection processed by: Cindy Chabre, 2006-2007

Inventory encoded by: Cindy Chabre, 2007

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Repository Name: Lane Community College Archives
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Collection Number: A-053

Creator: Lane Community College (Eugene, OR), President's Office

Title: President's Office (Jerry Moskus) Records

Dates: 1964-2004

Quantity: 73 cubic feet (70 record boxes, 2 half record boxes, 37 videotapes, 11 maps, 3 oversize folders, 10 photograph folders)

Summary: The records document the administration of Jerry Moskus, president of Lane Community College, 1990-2001. The collection contains correspondence, administrative records, legal records, maps, videos, photographs, and writings of Jerry Moskus.

Location of Collection: Lane Community College Archives, Center Building

Biographical Note (Jerry Moskus):

Jerry Moskus was president of Lane Community College for over eleven years, from March 1990 until June 2001.

Moskus, born in 1942, earned a Ph.D. in Educational Administration from Illinois State University in 1983. He wrote his dissertation on community college student withdrawal.

He began his professional career as an administrative assistant to the president of Lincoln Land Community College in Springfield, Illinois, where in 1984 he advanced to the position of vice president for academic services. The next year he was hired by Des Moines Community College, where he supervised four campuses as executive vice president of educational services. Leaving the Midwest for Oregon, Moskus became the fifth president of Lane Community College on March 1, 1990.

As president of LCC, Moskus won voter approval for a \$42.8 million construction bond in May 1995 to fund construction on main campus, a new center in Cottage Grove, renovations in Florence, and learning centers at eight district high schools.

With the implementation of a customized workforce training program, he helped attract to the community major high-tech employers including Symantec Corporation in 1993, Sony Disc Manufacturing in 1994, and Hyundai Electronics America in 1996.

Moskus advanced diversity and affirmative action at the college by hiring the first affirmative action director in seventeen years, updating the affirmative action plan, and implementing a diversity plan. He received awards from the African American Community Coalition and the Northwest Coalition Against Malicious Harassment for his efforts.

Moskus restructured the college to place emphasis on learning and students.

After retiring from LCC in June 2001, Moskus moved to Omaha, Nebraska, to become president of Metropolitan Community College.

With his wife, Dr. Virginia Loftus, Moskus has had five children.

Biographical Note (Marie Matsen):

Marie Matsen started her career at Lane Community College as a computer lab assistant in 1982. She held positions in several departments over the years, including Computer Services; Institutional Research, Planning, and Evaluation; and the President's Office, where she worked as assistant to the president from 1991 to 1994. She acted as vice president for college operations from 1994 until her retirement in 2006, including a stint as interim president of the college from July to August 2001 between the Moskus and Mary Spilde administrations.

Biographical Note (Tracy Simms):

Tracy Simms began working in the President's Office during the 1993 school year as secretary to the president. She became assistant to President Moskus in 1997 and continues to work as executive assistant to President Mary Spilde as of 2007.

Content Description:

The records document the tenure of Jerry Moskus, president of Lane Community College, 1990-2001. The collections contain reports from and correspondence with organizations outside the college, reports and other administrative records from internal college committees and departments, other correspondence, legal files, speeches and articles written by Moskus, administrative records in topical files, administrative records as kept by Marie Matsen and Tracy Simms of the President's Office, maps, videos, and photographs.

Arrangement:

The collection is divided into ten series.

- A. Correspondence, 1984-2001
- B. Committee Records, 1970-2001
- C. Internal Departmental Records, 1967-2001
- D. Assistant to the President (Marie Matsen) Files, 1982-2004
- E. Assistant to the President (Tracy Simms) Files, 1998-2001
- F. Subject Files, 1964-2001
- G. Legal Records, 1971-2001
- H. External Organization Records, 1965-2002
- I. Maps, 1982-2001
- J. Video Recordings and Films, 1985-1998

The collection contains photographs that have been transferred from their original folders to the Archives photograph file cabinet.

Administrative Information

Acquisition Information

Records were transferred from the President's Office to the college archives in 43 accessions between 1993 and 2004. Many of the records concerning the League for Innovation's Vanguard Learning Project (VLC), 1997-2002, were acquired from Bob Barber, a member of the VLC Leadership Team.

Restrictions on Access: There are no access restrictions. The collection is open for research.

Restriction on Use: There are no use restrictions.

Preferred Citation: President's Office (Jerry Moskus) Records, A-053, Lane Community College Archives, Eugene, Oregon

Subjects

This collection is indexed under the following headings in the online catalog. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

Defazio, Peter
Matsen, Marie
Moskus, Jerry
Parnell, Dale, 1928-
Simms, Tracy
Sorenson, Peter
Warford, Larry
KLCC-FM
Lane Community College (Eugene, Or.)
Lane Community College (Eugene, Or.). Board of Education
Lane Community College (Eugene, Or.). President's Office
American Association of Community Colleges
Lane Regional Workforce Quality Committee
League for Innovation in the Community College (U.S.)
Oregon Community College Association
Oregon Small Business Development Center Network
Southern Willamette Private Industry Council
College presidents
Community college presidents
Community colleges—Accreditation
Community colleges—Administration
Community colleges—Affirmative action
Community colleges—Budget
Community colleges—Curriculum planning
Community colleges—Oregon

Lane Community College—Accreditation
Universities and colleges Administration
Universities and colleges Oregon

Container List

Series A: Correspondence, 1984-2001

This series contains ingoing and outgoing correspondence, including personal letters, letters of recommendation, complaints, and compliments.

Container(s)	Description	Dates
59/18	Adam Young	1998
2/7	Bert Dotson, Executive Assistant to the President	1984-1986
56/30	Birthday and Greeting Card Samples	1996-2000
6/13	Bob Marshall, Vice President, Student Services	1988-1992
65/12-16	Chronological, Miscellaneous	1998-2000
23/7-8	Complaints	1992-1994
65/17	Complaints	1996-1999
65/23	Complaints	2000
10/49	Complaints, Program Cuts	1989-1991
2/23	Compliments	1988-1990
10/46	Compliments	1991
37/23	Compliments	1992-1995
37/20	Consolation Letters	1989-1990
5/24-29	Correspondence, President	1990
6/1-6	Correspondence, President	1991
24/5	Dale Parnell	1991
70/21	Erthel Rose	1996
52/27	Gerald G. Watson	1999-2000
27/17-28	Incoming, Miscellaneous	1992-1995
70/14	Ivan Hernandez, Board Governance Study	1996
6/12	Jacquelyn Belcher, Vice President, Instruction	1987-1990
59/16	Jim Pitney	1992-1999
59/13-14	Larry Romine	1997-2000
2/8	Larry Warford, Assistant to the President	undated
23/12	Letters of Recommendation	1990-1991
23/38-43	Letters of Recommendation	1990-1993
25/42	Letters of Recommendation	1991-1994
47/19	Letters of Recommendation	1994-1997
63/27	Letters of Recommendation	1998-2000
37/25	Letters of Recommendation, Cynthia Cordes	1995
47/29	Linda Waddell, Miscellaneous	1994-1996
6/7-8	Marie Matsen, Assistant to the President	1991
10/8, 55/13	Miscellaneous Correspondence	1990-1991
58/1-2	Miscellaneous Correspondence	1997-1998
10/20	Oregon Community College Business Officers	1991
68/17	Other Colleges, Miscellaneous	1990-1999
27/29-32, 28/1-6	Outgoing, Miscellaneous	1993-1995
47/28	Pauly Group, Academic Search Consulting Services	1997
70/15	Pearl Hill	1996
24/32	Peter DeFazio, Financial Aid Program Review	1991
11/7	Peter DeFazio, Student Financial Aid Liability	1991
70/30-32	Peter Sorenson	1990-1996

45/13-19	President, Miscellaneous	1995-1997
51/46	President's Letters of Welcome	1989-1990
59/17	Ralph A. Wheeler	1999
15/25	Retirees	1988-1991
6/9-11	Richard Hillier, Vice President, Administrative Services	1988-1993
37/5	State of Oregon, Miscellaneous	1991-1992
55/27-29	Thank-You Notes	1990-2001

Series B: Committee Records, 1970-2001 (bulk, 1990-2001)

This series contains correspondence, agendas, minutes, and other records of internal college committees.

Container(s)	Description	Dates
26/23	Academic Council	1972-1994
65/22	Academic Council	1993-1996
35/9	Accreditation Steering Committee	1993
35/8	Ad Hoc Facilities Accessibility Review Committee	1992-1993
35/7	Administrative Services Cabinet	1992-1993
23/31	Administrators Council, Meetings	1991
26/24	Advisory Committee	1989-1992
26/25	Alternative Bargaining Committee	undated
35/6	Alternative Bargaining Committee	1993
35/5	Art Work Committee	1993
14/33	Budget Committee	1973-1989
26/13	Budget Committee	1991-1994
35/11	Budget Committee	1994-1995
1/4-6	Budget Committee, Meetings	1986-1990
6/14, 14/32	Budget Committee, Meetings	1993-1994
64/8-14	Budget Committee, Meetings	1999-2001
26/14-15	Budget Review Group	1992-1993
26/26	Capital Outlay Committee	1989-1990
26/27-28	Childcare Task Force	1990-1991
26/29, 35/4	Classified Council	1991-1993
26/30	Classified Training and Development Committee	1992
35/3	Classified Training and Development Committee	1993
35/2	College Council	1993
38/19-21	College Council	1995
40/25-32	College Council	1993-1997
58/24-26	College Council	2000-2001
3/1-23, 4/1-24, 5/1-23	College Council, Meeting Records	1990-1999
50/22	College Council, Retreat	1990
60/33	College Operations Leadership Team, Meetings	1999
65/24-26	Committee Handbook	1994-2000
65/27-28	Committee Information Sheets	1992-1998
63/20	Committee Lists	1992-1993
35/1	Committee Updating	1992-1993
25/17-18	Committees, Miscellaneous	1979-1992
6/15	Committees, Miscellaneous	1988-1990
7/20	Community College Political Action Committee	undated
65/18	COPPS Team, Former Board Policies	2000

26/31	Customer Service Task Force	1994
26/32	Degree Requirements Review Committee	1993
34/68	Degree Requirements Review Committee	1992
34/67	Downtown Center Task Force	1992-1993
63/19	Duplication Team: Computer, Business, CAD, Report	1991-1992
25/20	Early Registration Task Force	1992
25/19	Educational Equity Advisory Committee	1990
36/1-2, 38/22-24, 40/33-34, 41/1-4	ELT (Executive Leadership Team)	1995-1997
56/1-22	ELT	1997-2001
58/18-23	ELT, Agenda	1999
46/1-5	ELT, Meetings	1998-1999
44/11-14	ELT, Retreat	1997-1998
63/26	ELT, Retreat, Strategic Plan Attainment Report	2000
47/13-15	ELT, Retreats	1998-1999
47/16	ELT, Work Session	1999
65/29	Enrollment Committee	1997-1998
26/33	Ethics Advisory Committee	1993
25/47-49, 34/66, 55/14-15	Executive Cabinet	1992-1993
35/41-44, 38/25- 27, 40/21-24, 43/5-8	Executive Cabinet	1994-1996
70/19	Executive Cabinet, George Parsons	1996
50/11	Executive Cabinet, Goals	1990-1993
50/10	Executive Cabinet, Meetings	1992
44/19	Executive Cabinet, Meetings	1996
25/51-53	Executive Cabinet, Retreats	1993-1994
25/50	Executive Cabinet, Work Session	1993
23/27	Executive Council	1989-1991
59/28	Executive Services Budget Subcommittee	1997-1998
64/1	Executive Services Budget Subcommittee	2000-2001
26/34	Facilities Management Committee	1992
34/65, 47/32-33	Facilities Management Committee	1993-1997
65/30	Facilities Management Committee	1999
26/35	Faculty Council	1990-1992
34/64	Faculty Council	1992-1995
65/33	Faculty Level Change Committee	1995-1997
26/36	Faculty Professional Development Team	1991-1992
25/15	Fax Machine Committee	1991
34/63	Financial Aid Appeals	1992-1993
26/37	Future Faculty Task Force	1992-1994
50/23	Future Faculty Task Force	1993-1995
65/31-32	Future Faculty Task Force	1995-1997
26/38, 34/62	Future Reading Group	1992-1993
10/64,66	General Education Transfer and Course Numbering Committee, Block Transfer (HB 2913)	1988-1990
26/39	Grants Committee	1989-1990
65/34	Grants Committee	1993-1996
25/21	Grievance Procedures Committee	1991
25/16	Guidelines	1982
34/61	Home Page Steering Committee	1995
34/60	Institutional Effectiveness Measurement Task Force	1992-1993
34/59	Instructional Cabinet	1992
15/24	Instructional Cabinet, Meeting Minutes	1989-1990
25/24	Insurance Task Force	1990

34/58	Insurance Task Force	1992
26/40, 32/3, 34/57	International/Intercultural Committee	1990-1993
26/41	Investment Opportunity Committee	1992-1993
27/1	Joint Review Committee	1992
34/56	Joint Review Committee	1993
69/7	Labor Management Committee	1998-1999
27/2, 34/55	Legislative Action Team	1991-1993
50/24	Legislative Action Team	1994-1995
25/25	Mainframe Committee	1988-1991
16/19	Management Evaluation Committee	1992-1993
25/26	Management Evaluation Team	1992
27/3, 34/54	Management Personal Development Committee	1991-1993
34/53	Management Professional Development Committee	1993
27/4	Management Professional Leave Committee	1992-1993
27/5	Management Steering Committee	1989-1993
50/3	Management Steering Committee	1996
15/37-39	Manager's Forum	1992-1993
36/3-4	Managers' Forum	1993-1997
65/35	Marketing Council	1992-1997
25/27	Media Commission, Membership and Guidelines	1970-1984
25/23	Membership and Guidelines Hearing Committee	1979-1982
34/52	Network Task Force	1995
25/28	New Employee Orientation Committee	1989-1990
27/6	Part-Time Faculty Task Force	1992
34/51	Peace Studies Task Force	1992-1993
25/29	Personal Services Contracts Policy Task Force	1992-1993
25/30	Planning Committee	1985-1987
24/4	Planning Task Force	1989
25/31-34	Planning/Budgeting Task Force	1990-1991
26/10-12	President's Office Budget Subcommittee	1989-1992
38/13	Process Redesign Leadership Team	1995
34/50	Professional Development Leave	1993-1994
27/7, 34/49	Safety Committee	1991-1994
25/35	Satellite Campus Proposal Task Force	1989
27/8, 34/48	Sexual Harassment Task Force	1986-1992
27/9-10	Shared Decision-Making Task Force	1989-1992
27/13	Shared Decision-Making Task Force, Process Evaluation	1992
27/11	Shared Decision-Making Task Force, Recommendation	1991-1992
27/12	Shared Decision-Making Task Force, Report Responses	1991
34/47	Shared Governance Design Team	1992
34/46	Short-Term Professional Activities	1991-1992
24/41	Skills Center Work Group	1993
34/45	Stationery and Certificate Standards Committee	1993
34/44	Status of Women Task Force	1993
34/43	Student Right-to-Know Group	1993
34/42	Student Success Group	1992-1993
27/14, 34/41	Substance Abuse Task Force	1989-1993
63/22	TACT (Technology Advisory and Coordinating Team), Five-Year Strategy	1998
63/23	TACT, Questionnaire Results	1999
27/16, 34/40	Take Heart Steering Committee	1991-1993
16/16	Task Force for Decreasing Duplication of Programs and Services	1990-1992
63/21	Technology Planning Work Team, Report	1996
37/56	Technology Think Tank	1995

25/36	Transfer Study Group Committee	1991-1993
34/39	Tuition Committee	1993
38/28, 44/18	Vice Presidents' Meetings	1995-1996
44/15-17	Vice Presidents' Planning Session	1995-1996
65/36	Vision Subcommittee	2000-2001
34/38	Vocational Education Coordination Committee	1993
25/38	Welfare Reform Task Force	1989
25/39	Wellness Task Force	1985-1992
15/23	Workload Review Committee	1989-1990
27/15	Workload Review Panel	1988-1992

Series C: Internal Departmental Records, 1967-2001 (bulk, 1988-2001)

This series contains correspondence, agendas, minutes, and other records of internal college departments, including instructional and student support departments, the Florence and Cottage Grove campuses, the Downtown Center, and the Lane Community College Board of Education.

Container(s)	Description	Dates
59/29-32	Administrative Services, Business Operations Manual	1998
10/18	Administrative Services, Vice President	1991-1992
10/19	Administrative Services, Vice President, Search	1987
61/15	Admissions, Registration Analysis	1985-1991
37/50	Adult Basic and Secondary Education	1990-1992
11/44	Adult Education, Salaries	1989-1990
29/14	Affirmative Action	1989-1993
11/45	Affirmative Action, Compliance Review	1982-1987
11/46	Affirmative Action, Correspondence	1986-1992
70/1	Affirmative Action, Diversity Plan	1996
29/15, 70/4	Affirmative Action, Donna Albrow	1991-1993
70/49	Affirmative Action, Jose Ortal	1997
70/18	Affirmative Action, Ken Lehrman	1996
24/51	Archives, Dale Parnell	1990-1992
29/18	Art and Applied Design	1990-1992
29/19	Athletics	1990-1994
16/9	Athletics Programs Report	1989
9/17, 13/34,36	Board	1993
14/24	Board, Boardmanship Pamphlet	1977
14/16	Board, Budget	1993
52/28	Board, Cindy Weeldreyer	1991-1995
14/18	Board, College-Wide Plan	1986-1991
14/29	Board, Community Forum	1988
14/6-11	Board, Correspondence	1977-1992
13/37	Board, Correspondence, Miscellaneous	1992
14/17	Board, Correspondence, Miscellaneous	1994
52/12	Board, Elections	1998
14/19	Board, Evaluation and Self-Appraisal	1979-1981
28/19-21	Board, Executive Sessions	1994
9/19	Board, Executive Work Session	1994
14/20	Board, Goals and Objectives	1988
20/32	Board, Handbook	1980
8/10	Board, Handbook Revisions	1992
59/11-12	Board, James Britt	1998

9/16	Board, Joint Session	1993
20/30	Board, LCC Survey	1989
56/23-24	Board, Materials for President's Report	1992-1994
55/22-23	Board, Materials for President's Report	2000-2001
9/7,10-11,13,20, 13/33, 28/12-18	Board, Meetings	1993-1994
14/23	Board, Meetings Pamphlet	1982
20/31	Board, Member Records	1990
14/21	Board, Objective and Philosophy	1967-1978
8/1	Board, Policy	1992
14/22	Board, Policy Handbook, 4100 Series	1973
8/2	Board, Policy Index	1992
8/3-9	Board, Policy Revision, Articles 1-8	1992
20/29	Board, President and Board Evaluations	1986
9/12, 58/13-14	Board, President's Report	1993-1994
14/12-13,30	Board, Retreat	1990
59/10	Board, Retreat	1999
13/38	Board, Self-Study	1993
9/15	Board, Special Meeting	1993
13/39-42	Board, Update	1992-1994
14/14	Board, Work Session	1990
52/13	Board, Work Session	1992
20/28	Board, Work Session, President Evaluation	1986
9/9,14,18, 13/35	Board, Work Sessions	1993
28/22	Board, Work Sessions	1994
9/8	Board, Work Sessions, Collective Bargaining	1993
9/5-6	Board, Work Sessions, Policy Review	1993
14/31	Board, Workshop	1988
37/53	Bond, User Groups	1995
29/20	Business	1990-1993
37/52	Business	1995
46/24	Business	1996
60/31-32	Business Development Center, Fundraising	1998-2000
68/41	Campus Ministry	1990-1993
29/21	Campus Services	1990-1991
10/21	CED (Community and Economic Development)	1986-1987
32/4-7	CED, Larry Warford	1988-1993
10/10	CED, Vice President	1991-1992
10/9	CEED (Community Education and Economic Development Division)	1991-1992
37/54	Child Care	1993-1995
29/23	Child Care Co-op	1988-1993
70/16	Child Care Resource Connection, Kerin Hoag	1996
15/30	Child Development Center, Budget	1990
37/24	Cluster Meetings, Miscellaneous Departments	1995
29/24	College Finance	1990-1992
37/18	College Finance, Classification Study	1994
16/10, 29/25-26	College High	1990-1993
37/55	College Operations	1995
37/60	College Operations, Data	1995
70/48	College Operations, Marie Matsen	1997
29/28-29	College Operations, Vice President Search	1988-1994
70/24-29	College Operations, Vice President Search	1994-1997
70/13	Community and Economic Development, Larry Warford	1991-1993
36/15	Community Learning Centers	1996
37/57	Computer Information Technology	1995

29/30	Computer Services	1990-1993
30/1	Continuing Education, Downtown Center	1990-1991
29/31	Cooperative Work Experience	1990-1993
37/58	Cottage Grove Campus	1995
31/37	Cottage Grove Campus, Don Strahan	1989-1992
29/32	Counseling	1990-1993
46/28	Counseling	1997
29/33	Customized Job Training	1990-1993
25/12	Data Processing	1990
24/40	Department Name Change Requests	1990-1992
11/43, 25/41	Department Name Changes	1989-1994
24/3	Departmental Planning Packet	1988-1989
46/30	Distance Learning	1998
31/15	Distance Learning, Telecourses	1989-1992
37/59	Downtown Center, LTD (Lane Transit District) Location	1995
30/2	Electronics	1990
30/3	English, Foreign Language and Speech	1990-1993
37/61	English, Foreign Language and Speech	1995
10/16	Facilities	1989-1992
46/32	Family Health Careers	1996-1997
37/62	Fast Forward	1995
24/33-34	Financial Aid	1988-1992
46/34	Financial Aid	1995-1998
11/6	Financial Aid, Default Reduction Initiative Meeting	1989
30/4	Flight Technology	1989-1993
30/5	Flight Technology, Aviation Maintenance Proposal	1993-1994
30/6	Flight Technology, Evergreen Aircraft	1994
30/7	Flight Technology, Flight Craft	1993-1994
52/29	Flight Technology, Records, Coopers and Lybrand Report	1990
30/8	Florence Campus	1993
31/38	Florence Campus, Bill Porter	1990-1992
52/23	Florence Campus, Bruce Herbert	1999-2000
31/30	Florence Campus, Goals and Evaluations, Bill Porter	1993
11/25	Florence Campus, Open House	1990
30/9	Foodservice	1993-1994
30/10	Foodservice, Consultant Report	1992
12/6	Foundation	1991-1992
38/1	Foundation	1995
44/25-26, 46/37	Foundation	1996-1997
30/13	Foundation, Air Show	1993
38/2	Foundation, Air Show	1995
12/8	Foundation, Articles of Incorporation	1970-1984
30/11-12	Foundation, Board Meetings	1992-1993
59/8-9	Foundation, Board Meetings	1999
61/1-7	Foundation, Board Meetings	2000-2001
11/52-53	Foundation, Board of Trustees	1989-1992
12/1	Foundation, Budget	1989-1990
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12/7	Foundation, Funding	1983-1993
12/12	Foundation, Gifts	1989-1990
12/4	Foundation, Goals and Objectives	1988
30/15	Foundation, Golf Tournament	1989-1994
12/3	Foundation, Honorary Trustees	1987
12/9	Foundation, Investment Committee	1989
12/10	Foundation, President's Club	1989
12/2	Foundation, Refinancing	1989-1990

12/15	Foundation, Schafer Endowment	1989-1991
30/14	Foundation, Schafer Endowment Committee	1992-1994
12/11	Foundation, Scholarships	1989-1993
2/34-36	Foundation, VIP Luncheon	1989-1991
30/16-17	Foundation, Wayne Shields	1993-1994
12/19	Foundation, Wayne Shields Endowment	1989
70/3	Goals	1992-1993
30/18	Health and Physical Education	1990-1993
30/19	Health and Physical Education, Health Occupations	1989-1994
30/20	Health and Physical Education, Nursing	1992
30/21	Industrial Technology	1990-1992
30/22	Industrial Technology, Associated General Contractors	1991
30/23-24	Institutional Advancement	1989-1993
12/20	Institutional Advancement	1992
38/5, 70/8	Institutional Advancement	1994-1995
70/47	Institutional Advancement	1992-1998
12/25	Institutional Advancement, Class Schedule	1988-1993
2/11-12	Institutional Advancement, Correspondence	1988-1991
63/1	Institutional Advancement, Diane Dann	1999-2000
12/21	Institutional Advancement, Government Grant Guide	1988
12/29	Institutional Advancement, High School Relations	1988-1990
30/25	Institutional Advancement, Key Benchmarks	1992-1993
12/26	Institutional Advancement, Marketing Council	1988-1991
12/27-28	Institutional Advancement, Marketing Plan	1989-1991
12/23	Institutional Advancement, Marketing Speech	1989
12/24	Institutional Advancement, President's Report	1990-1991
30/26	Institutional Advancement, Project Good News	1991-1992
12/22	Institutional Advancement, Publicity Guidelines	1974-1984
2/13	Instruction Office, Correspondence	1989-1990
10/4	Instruction Office, Vice President	1991
2/14-15	Instruction Office, Vice President, Correspondence	1986-1990
10/3	Instruction Office, Vice President, Correspondence	1990-1991
10/6	Instruction Office, Vice President, Search	1986-1991
31/23	Instruction Office, Vice President, Jim Ellison	1991
31/24	Instruction, Restructuring	1990-1992
10/5	Instructional Branch Reshaping	1991
59/26-27	Instructional Services, Administrative Procedures Manual	1994
70/44	Instructional Services, Goals	1995-1996
48/7-8	Instructional Services, Restructuring	1997
30/27	Instructional Services, Vice President Search	1990
38/6-7	Instructional Services, Vice President Search	1984-1995
16/15	Instructional Technology Center	1990
24/49	International Student Center	1988-1992
61/9-10	IRAP (Institutional Research, Assessment and Planning)	1998-2000
61/11-13	IRAP, Enrollment Data and Guidelines	1998-2000
30/35	Job Placement Office	1991-1993
2/27	KLCC-FM	1988
25/13	KLCC-FM	1990
30/36	KLCC-FM	1989-1993
10/42	KLCC-FM, Financial Statements	1991
43/1	KLCC-FM, Financial Statements	1995-1996
24/45	KLCC-FM, Parking	1990-1991
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16/14	Library, Miscellaneous	1990-1991
25/10	Mass Communication	1989-1990
30/37	Mathematics	1990-1992

38/9	Mathematics	1995
24/52	Mathematics and Science, Excellence	1990
30/38	Mechanical Technologies	1990-1992
30/39	Mechanical Technologies, Dalfort Training Proposal	1991
25/6	Performing Arts	1990-1992
38/12	Performing Arts	1995
46/43	Performing Arts	1997
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70/17	Personnel Services, Bargaining-Excluded Positions	1996
31/36	Personnel Services, Miscellaneous	1990-1992
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63/18	President's Office, Linda Waddell	1996-1999
32/1-2	President's Office, Marie Matsen	1989-1992
31/1	Printing and Graphics	1989-1990
31/2	Purchasing Services	1990-1994
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29/22	Purchasing Services, Inventories	1987-1990
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38/17	Research and Planning, Student Voices Project	1995
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This series contains records from the desk of Marie Matsen, assistant to President Moskus from 1991 to 1994. Files include budget documents, committee records, and the president's calendar.

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This series contains records from the desk of Tracy Simms, assistant to President Moskus from 1997 to 2001. Files include budget documents and committee records.

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Series F: Subject Files, 1964-2001 (bulk, 1990-2001)

This series contains files covering a wide range of topics, including accreditation, budget development, diversity, elections, employee groups, events, and shared decision-making, as well as articles and speeches written by Moskus.

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53/26	Articles, "Lane Changes"	1996
53/24	Articles, "Soaring Moles and Burrowing Eagles"	1999
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Series H: External Organization Records, 1965-2002 (bulk, 1990-2001)

This series contains correspondence, agendas, minutes, newsletters, and seminar and convention files concerning national, state, regional, and local organizations and associations such as the American Association of Community Colleges, the League for Innovation in the Community College, and the Oregon Community College Association.

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Series I: Maps, 1982-2001

This series contains 11 maps of Lane County, depicting elections precincts and Lane Community College Board zones.

Container(s)	Description	Dates
Map Roll 3	Eugene, Springfield, and Lane County Election Precincts, ODOT (Oregon Department of Transportation), Marked to Represent LCC Board Zones, 5 Maps, Color	1982
Map Roll 4	Eugene/Springfield and Lane County Election Precincts, ODOT, Marked to Represent Results of LCC Tax Base Initiative, November 1990, 2 Maps, Color	1990
Map Roll 1	LCC Board Zones, LCOG (Lane Council of Governments), 1 Map, Color	2001
Oversize Map 1	LCC Board Zones: Metro Area Detail Map, LCOG, 1 Map, Color, 4' 2" x 2' 8", Mounted, Metal Frame	1996
Map Roll 2	Proposed New LCC Board Zones, LCOG, 2 Maps, Color	2001

Series J: Video Recordings and Films, 1985-1998

This series contains VHS cassettes and 16 mm films covering campus meetings and events, local news, and publicity materials.

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Video Box 5	All-Faculty Conference, 2 Tapes	1987
Video Box 5	All-Staff Meeting	1986
Video Box 6	Battle of the Batons, Chuck Ivey	1992
Video Box 5	Bill Berry, Farewell Party	1986
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Video Box 4	Community College Partnerships, Dale Parnell	1985
72/6	Community College Promo, 16 mm Film	undated
Video Box 6	Dale Parnell Speech, Tyler Junior College	1990
Video Box 6	Dale Parnell, LCC Memories	1990
72/5	Dental Hygiene Publicity Film, 16 mm Film	undated
Video Box 5	Forum, Richard Turner, 2 Tapes	1987
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Video Box 5	Gerald Rasmussen, Retirement Party	1986
Video Box 1	In-Service, 2 Tapes	1997
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Video Box 6	Peter Sorenson Speech, "Mediation"	1991
Video Box 7	Poem and Porch Skit, 2 Tapes	1994
Video Box 7	Porch Skit, "2014"	1994
Video Box 6	Promotional, "Eugene-Springfield," "Student Recruitment"	1986-1987
Video Box 5	Promotional, "Getting Back to Work"	1986
Video Box 6	Promotional, "Florence: Emerald of the Oregon Coast"	1991
Video Box 5	Seminar, "Straight Talk: Effective Communication for Managers," 2 Tapes	1986
Video Box 7	Television Ads for LCC	1993-1994
Video Box 5	Television News, KVAL-TV, Budget, Gerald Rasmussen Retirement	1986
Video Box 6	Television News, KVAL-TV, Housing Project in Springfield	1986
Video Box 6	That Pioneer Road, Theatrical Production	1993
72/2	The Benefits are Obvious, 16 mm Film	undated
Video Box 6	Wayne and Lois Shields, Tribute	1987
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