

Lane Community College Archives
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Guide to Lane Community College
Board of Education Meeting Records
1964 – 2006
A-030

Collection processed by: Elizabeth Uhlig, 1998
Inventory encoded by: Tiah Edmunson-Morton, 2006

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Repository Name: Lane Community College Archives
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Collection Number: A-030

Creator: Board of Education

Title: Board of Education Meeting Records

Dates: 1964 – 2006

Quantity: 64 document boxes (25.6 cubic feet)

Summary: The Board of Education is the governing body of the college. The meeting records include agendas, minutes, resolutions, handouts, and mailings of the Board as well as agendas, minutes, and handouts for the Budget Committee.

Location of Collection: Lane Community College Archives, Center Building

Administrative History:

The Board of Education is the governing body of Lane Community College and has primary authority for establishing policies governing the operation of the college and adopting the college's annual budget.

The first board was elected on October 19, 1964, when the voters of Lane County approved the formation of the community college. The first board meeting was held on November 4, 1964. The board was originally called the Board of Directors from October 1964 to June 1966 when the name was changed to Board of Education. Lane Community College District was established and operates under the authority of Oregon Revised Statutes (ORS) 341.

The board is composed of seven, non-paid members representing the Lane Community College District which includes most of Lane County as well as portions of Benton, Linn, and Douglas Counties. Each member is elected to a four-year term. The board elects two officers, a Chair, and a Vice-Chair.

The district is divided into seven zones: five geographical zones and two at-large zones. The geographical zones are:

- Zone 1: the western part of the district including Florence and Dune City;
- Zone 2: the northern part of the district including Coburg, Junction City, Harrisburg (Linn County), and Monroe (Benton County);

Zone 3: the northeastern part of the district including Springfield, Thurston, and Marcola;

Zone 4: the southern and eastern parts of the district including Creswell, Cottage Grove, Vida, Lowell, and Oakridge; and

Zone 5: the central part of the district composed of the city of Eugene.

Five members, representing the five geographical zones, are elected by the qualified voters of the entire district, but they must reside in zone from which they are elected. Two board members are elected at-large (Zones 6 and 7).

The duties and responsibilities of the board include: the college program and curriculum; community relations; budget making; appraisal and evaluation of the effectiveness of the college operation; college finances; and personnel including appointing the president, management, and contracted faculty.

As part of its budget making duties, the seven board members serve on the Budget Committee which also includes seven members appointed by the board. The Budget Committee presents the needs of the college to the public and assists in the adoption of the budget through the formal budget process.

Content Description:

The Board of Education Meeting Records contains the record copies of the meeting minutes, agendas, resolutions, mailings, handouts, and analysis of the Board of Education. The meeting records contain the official copies of the meeting minutes and resolutions signed by the board chair and college president; meeting agendas; "mailings" which contain reports, correspondence, and other information mailed to the board members, members of the press, and others prior to the meeting; and handouts and other materials distributed during the meeting.

The meeting records document discussions and decisions made during regular meetings, executive sessions, and work sessions. The meeting records (agendas, minutes, handouts) of the Budget Committee are an integral part of the board meeting records.

Meeting minutes are arranged chronologically by meeting date. This collection is added to each year.

Related Records:

Correspondence, notes made by the college president, and other records relating to the Board of Education may be found in the records of the President's Office.

Arrangement:

The Board records are arranged chronologically by year and then by month. The records for each meeting include meeting agendas, minutes, resolutions, mailings, handouts, and other materials.

Subjects:

Lane Community College (Eugene, Or.) Administration
Lane Community College (Eugene, Or.) Finance

Lane Community College (Eugene, Or.) Board of Directors
Lane Community College (Eugene, Or.) Budget Committee
Budget Committee Minutes, 1964-
Board of Education Minutes, 1964-
Budget Committee Meeting Records, 1964-

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 collection is open for research.

Restrictions on Use: None

Preferred Citation: Board of Education Meeting Records, 1964–2006 (A-030), Lane Community College Archives, Eugene, Oregon

Custodial History: Administrative transfer.

Processing Note: Collection was processed and described in 1998 by Elizabeth Uhlig. This is an ongoing collection and records are added annually.

CONTAINER LIST

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