



**Lane Community College Archives**

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**Guide to the President's Office (John Carter) Records  
1978-1991**

**A-045**

Collection processed by Elizabeth Uhlig, 2005-2006

Collection encoded by Elizabeth Uhlig, 2006

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**Repository Name:** Lane Community College Archives  
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**Collection Number:** A-045

**Creator:** President's Office (Carter)

**Title:** President's Office (John Carter) Records

**Dates:** 1978 – 1991 (inclusive); (bulk 1989-1990)

**Quantity:** 6.5 c.f. (13 boxes)

**Summary:** Correspondence, subject files, and administrative records documenting the tenure of interim college president John (Jack) Carter, 1988-1990.

**Location of Collection:** Lane Community College Archives, Center Building

### Biographical Note

John E. (Jack) Carter was born in 1931 and was raised on a cattle and fruit farm in Riddle, Oregon. He attended Southern Oregon State College where he received a Bachelor of Science degree in elementary education in 1954. The University of Oregon awarded him a master's degree in education in 1963. He taught in the elementary and junior high schools in Oakridge, 1954-1963, and served as vice-principal and principal at the Oakridge junior-senior high school, 1963-1967. He began working at LCC in 1967, first as a counselor and then as director of student activities, 1967-1970. He was dean of student services, 1970 -1988, and served as interim president of LCC from 1988 until his retirement in 1990.

### Content Description

The collection contains the correspondence, subject files, departmental and committee records, and other administrative records documenting the tenure of interim college president John (Jack)

Carter, 1988-1990. The bulk of the records date 1989-1990, although a few records are from the offices of Richard Turner and Jerry Moskus, who preceded and followed Carter as president of the college.

### Arrangement

- Correspondence, 1978-1991
- Subject Files including College Department & Committee Records, 1984-1990
- External Organization Records, 1984-1991

### Administrative Information

**Acquisition Information:** Records were transferred from the President's Office to the college archives in six accessions between 1991 and 1993.

**Processing Note:** The collection was transferred by the President's Office to the Archives in six accessions between 1991 and 1993. The records in these six accessions were consolidated into one collection when they were processed by archivist Elizabeth Uhlig in 2005 following the guidelines for minimal processing. The records are stored in boxes in the order they were received by the Archives. This arrangement is reflected in the box and folder listing in the description section. The collection was intellectually rearranged into three series and this arrangement is reflected in the series and folder descriptions.

### Use of Collection

**Restrictions on Access:** None. The collection is open for research

**Restrictions on Use:** None

**Preferred Citation:** President's Office (John Carter) Records, 1978-1991 (A-045), Lane Community College Archives, Eugene, Oregon

### Subjects

#### Personal Names

Carter, John E. (Jack)

Moskus, Jerry

Parnell, Dale P.

Turner, Richard

**Corporate Names**

Lane Community College – President  
Lane Community College. President's Office  
Oregon Community College Association  
Southern Willamette Private Industry Council

**Subject Terms**

College presidents  
Community college presidents – Oregon  
Community colleges – Administration  
Universities and colleges – Administration

**Detailed Description of the Collection**

The following section contains a detailed listing of the materials in this collection. The records are listed chronologically or alphabetically within the appropriate series. However, they are physically stored in boxes in the order they were sent to the Archives with minimal rearrangement or processing. The physical arrangement is reflected in the Box/Folder following the dates.

**Correspondence, 1985-1989**

The first series contains correspondence and reports that were created and received by the President's Office.

Correspondence, 1985-1987; 1/1  
Correspondence, 1989; 1/2-14

**Subject Files (Including College Departments & Committees)**

The second series contains files that document the president's dealings with college academic and administrative departments, offices, and committees.

Adult Education, 1989; 9/3  
Apprenticeship, 1989; 7/1  
Art and Applied Design, 1987-1989; 7/2  
Athletics, 1984-1989; 8/16

Business, 1989; 7/2

Carter Personal Calendar, 1989; 11/17  
Carter Speeches, 1989-1990; 12/1-2

Classified Bargaining, 1988; 13/4  
Computer Services, 1989; 7/3  
Counseling, 1989; 7/5  
Customized Training, 1989; 9/3  
CWE (Cooperative Work Experience) / CWS (College Work Study), 1989; 7/4

DTC (Downtown Center), Parking, 1989; 9/2

Early Retirement/Faculty, 1986-1989; 6/22  
English/Foreign Language, 1989; 7/6  
Evening College, 1989; 9/2  
Events (parties, open houses, receptions, awards), 1989; 6/2-7  
Excellence Seminar, 1989; 7/16  
Executive Sessions, 1985; 13/1

Faculty Appointments, 1989; 6/21  
Faculty Exchange, 1989; 6/23  
Fall In-Service, 1989; 7/17  
Flight Technology, 1989; 7/5  
Foodservices, 1989; 8/15  
FTE Projections, Reimbursable, 1988-1989; 4/2

Handicapped Access Improvement, Serial Levy, 1989; 3/10  
Hazardous Waste, 1985-1988; 8/14  
Health and P.E., 1989; 7/7  
Health Occupations, 1090; 7/8

Industrial Technology, 1989; 7/9  
International Education, 1989; 6/26

Job Descriptions, 1989; 6/19

KLCC-FM, 1989; 7/15

LCC Advocates, Pledge Sheets, 1987-1988; 12/3-5  
LCC at Cottage Grove, 1989; 9/2  
LCC at Florence, 1989; 9/4  
LCCEA, 1989; 6/20  
Leadership, 1989; 5/5  
Learning Resource Center, 1989; 6/28  
Legislative Issues, 1989; 6/13

Management Employees Working Agreement, 1989-1990; 8/2  
Management Resumes, 1989; 8/1  
Mechanics, 1989; 7/10

New Hires, 1989; 8/3  
Nursing, 1989; 7/11

Parnell, Dale, Award Ceremony, 1989; 6/9  
Performing Arts, 1989; 7/11

Personnel, 1989; 6/18  
Personnel Reductions, 1989; 8/5  
Planning, 1989; 8/6  
Position Descriptions, 1989; 6/24  
President's Evaluation Forms, 1989; 6/16  
Professional Development Leave, 1989; 6/25  
Profit Issue, 1989; 9/3

Reclassification, 1989; 8/5  
Recommendations, 1989; 8/4

Sacred Heart/McKenzie Willamette Hospital, Contract, 1990; 13/2-3  
Secretary to the President, 1989; 6/17  
Self-Support Classes, 1989; 6/27  
Senior Citizens Classes, Letters, 1989; 7/12  
Senior Companion Program, 1989; 9/2  
Science, 1989; 7/13  
Social Science, 1989; 7/1; 7/13

Training and Development, 1989; 7/14  
Turner, Richard, Reception, 1989; 6/8

Vocational Education, 1989; 9/1

Women's Program, 1989; 7/14

## **External Organizations, 1984 - 1991**

The third series contains correspondence and reports that relate to the president's interactions with organizations outside of the college including national community college organizations, local Eugene and Springfield organizations, Oregon community college organizations, and Oregon state educational agencies.

AACJC (American Association of Community & Junior Colleges), Beacon-Kellogg & Misc., 1989; 5/11  
AACJC, Correspondence, 1987-1989; 5/12  
AACJC, Correspondence, 1990; 9/11  
AAHE (American Association of Higher Education), 1988-1991; 5/15  
ACCT (Association of Community College Trustees), Correspondence, 1989; 5/10  
American Council on Education, Correspondence, 1989; 5/13

Chamber of Commerce, Misc., 1989; 5/8

Diversity in Education Consortium, 1989; 5/14

Ed-Net, 1989; 5/6-7  
Ed-Net, 1990; 11/14  
Education Summit, 1989; 5/5

Education 2000 Conference, 1990; 11/12  
Eugene Chamber of Commerce, 1989-1990; 8/13  
Eugene Chamber of Commerce, 1990; 9/10  
Eugene Chamber of Commerce, Correspondence, 1989; 5/9  
Eugene/Springfield Convention & Visitors Bureau, 1989; 5/4  
Eugene/Springfield Metro Partnership, 1990; 9/5  
Eugene/Springfield Metro Partnership, Correspondence, 1990; 9/6  
Eugene/Springfield Metro Partnership, JCED, 1989; 5/4  
Eugene/Springfield Metro Partnership, Meetings, 1989; 6/1

Florence, City of, 1989; 6/15  
Florence, City of, Sale of Property, 1989; 13/5

Governors Office, 1989; 6/12

Junction City Lions Club, Meeting & Speech, 1990; 9/8

Lane Regional Sports Council, 1989; 6/14  
L-COG (Lane Council of Governments), 1989; 5/5  
L-COG, 1989-1991; 8/7  
League of Women Voters, 1990; 9/9

National Research & Development Center on Post-Secondary Learning, Teaching, and Assessment, 1990; 9/7  
NCED (National Community Education Association), 1989; 5/3  
North West Association of Community & Technical Colleges, 1990; 11/7  
NWASC (Northwest Association of Schools & Colleges), 1989; 5/1  
NWACS, Interim Report to the Commission on Colleges, 1984; 11/16

OCC (Oregon Community College) Presidents Council, 1989; 4/4-6  
OCC Presidents Council, 1990; 11/3-6  
OCC Presidents Meetings, Funding, 1989; 4/3

OCCA (Oregon Community College Association), 1989-1991; 8/8  
OCCA, 1990; 11/9  
OCCA, Annual Convention, 1989; 4/10  
OCCA, Annual Convention, 1990; 11/10  
OCCA, Board of Directors Meeting, 1990; 8/10  
OCCA, Board Meetings, 1989; 4/7-8  
OCCA, Convention, 1990; 8/11  
OCCA, Correspondence, 1989; 4/11-12  
OCCA, Correspondence, 1990; 8/9  
OCCA, Legislative Workshops, 1989; 4/9  
OCCA, Meeting with Karen Garst and D. Robinson, 1990; 11/11  
OCCA, Miscellaneous, 1989-1990; 8/12  
OCCA, Miscellaneous, President's Compensation Study, 1989-1991; 11/8  
OCCA, Review of Legislative Session, 1989; 11/15

OCCS (Office of Community College Services), Correspondence, 1989; 3/4  
OCCS, Profile of Oregon Community Colleges, 1989-1990; 10/2

OCEA (Oregon Community Education Association), 1989; 3/9

Oregon Bureau of Labor and Industry, 1989; 6/11

Oregon Career Information Systems, 1989; 5/2

Oregon Department of Education, 1989; 4/1

Oregon Department of Education, Correspondence, 1990; 10/3

Oregon Department of Education / Oregon Economic Development Department, 1989; 3/5

Oregon School Boards Association, 1989; 3/6

Oregon School Boards Association, 1990; 9/12

Oregon State Board of Education, Construction Funding, 1989; 3/8

Oregon State Board of Education, Construction Funding, 1990; 10/1

Oregon State Board of Education, Correspondence, 1989; 3/3

Oregon State Board of Education, Docket of Business, 1989; 3/2

Oregon State Board of Education, Docket of Business, 1990-1991; 9/41

Oregon State Board of Education, Equity Task Force, 1990; 10/1

Oregon State Board of Education, Funding, 1989; 3/7

OSBDCN (Oregon Small Business Development Center Network), 1990; 9/13

OSBDCN, Correspondence, 1989; 3/1

OSBDCN, Quarterly Reports, 1989; 2/8

Springfield Chamber of Commerce, 1990; 9/9

Springfield, City of, 1989; 6/15

SWPIC (Southern Willamette Private Industry Council), Meetings, 1989; 2/1-2

SWPIC, Correspondence, 1990; 10/4

SWPIC, Correspondence and Meetings, 1989; 2/6-7

SWPIC, Dislocated Worker Program, 1990; 11/1

SWPIC, Meetings, 1990; 10/8

SWPIC, Sub-Committee, 1990; 10/5

SWPIC, Sub-Committee Meetings, 1989; 2/3

SWPIC, Training Subcommittee, 1990 (2 folders); 10/6-7

S.W. Research Corridor, 1989; 2/4

Town Club, 1990; 11/13

United Way, 1988-89; 2/5

United Way, 1990; 11/2

U.S. Dept. of Education, 1989; 6/10

U.S. Representatives / U.S. Congress, 1989; 6/10