Folder Citation: Collection: Office of Staff Secretary; Series: Presidential Files; Folder: 7/2/79 [2]; Container 122

To See Complete Finding Aid:
http://www.jimmycarterlibrary.gov/library/findingaids/Staff_Secretary.pdf
Tim Kraft
Arnie Miller

The attached was returned in the President's outbox today and is forwarded to you for appropriate handling.

Rick Hutcheson
<table>
<thead>
<tr>
<th>Vice President</th>
<th>Aronson</th>
<th>Butler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordan</td>
<td>H. Carter</td>
<td></td>
</tr>
<tr>
<td>Eizenstat</td>
<td>Clough</td>
<td></td>
</tr>
<tr>
<td>Kraft</td>
<td>Cruikshank</td>
<td></td>
</tr>
<tr>
<td>Lipshutz</td>
<td>First Lady</td>
<td></td>
</tr>
<tr>
<td>Moore</td>
<td>Harden</td>
<td></td>
</tr>
<tr>
<td>Powell</td>
<td>Hernandez</td>
<td></td>
</tr>
<tr>
<td>Rafshoon</td>
<td>Hutcheson</td>
<td></td>
</tr>
<tr>
<td>Watson</td>
<td>Kahn</td>
<td></td>
</tr>
<tr>
<td>Wexler</td>
<td>Linder</td>
<td></td>
</tr>
<tr>
<td>Brzezinski</td>
<td>Martin</td>
<td></td>
</tr>
<tr>
<td>McIntyre</td>
<td>Miller</td>
<td></td>
</tr>
<tr>
<td>Schultze</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berghland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blumenthal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Califano</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harris</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kreps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schlesinger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strauss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin. Confiden.</td>
<td>Confidential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secret</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eyes Only</td>
<td></td>
</tr>
</tbody>
</table>
THE WHITE HOUSE
WASHINGTON

June 19, 1979

MEMORANDUM FOR THE PRESIDENT

FROM: TIM KRAFT
ARNIE MILLER

SUBJECT: National Advisory Council on Adult Education

The National Advisory Council on Adult Education was established to advise the Commissioner of Education on matters of adult education, including procedures governing the approval of the State plans and policies in the field of adult education. The Council is responsible for submitting annual reports to you on its findings and recommendations.

The Council is composed of fifteen members knowledgeable in the field of adult education, state and local public school officials, persons having special knowledge or qualifications with respect to adult education, and persons representative of the general public. Members serve three-year terms.

We recommend the following slate for appointment to the National Advisory Council on Adult Education. Secretary Califano concurs in these appointments.

Reverend James A. Wood (Massachusetts): Dean, Boston Evening College of Arts and Sciences; former Provincial Secretary for the New England Province, Society of Jesus, where his responsibilities included recruiting, selecting and admitting candidates to the Jesuit Order. Served as New England Chairman of the Association for Continuing Education, and is an active member of the National Adult Education Association.

Mildred T. Nichols (Rhode Island): Supervisor of the Career Counseling Service of the Rhode Island Department of Education; Commissioner of the Rhode Island Port Authority and Economic

Electrostatic Copy Made for Preservation Purposes
Development Corporation, and Commissioner on the Rhode Island Advisory Commission on Women. Previously, Director of Counseling of the Career Education Project for Providence.

Don Dutton, Ph.D. (Arkansas): Professor and Coordinator of Adult and Continuing Education at the University of Arkansas; also serving as President of the Adult Education Association. He has served as professor, administrator and consultant in numerous adult and continuing education programs in Florida, North Carolina, Tennessee and Arkansas.

Bobbie L. Walden (Alabama): Director of Community Education/Adult Competency Education for the Alabama State Department of Education. She has served as a teacher and administrator since 1956. Ms. Walden is also President of the National Association for Public Continuing Adult Education.

Reva Crawford (Arizona): Education Director for the Phoenix Indian Center. She has had numerous consulting, administrative and teaching positions in the field of adult and continuing education programs.

Leonard Schneiderman, Ph.D. (Indiana): Dean of the School of Social Service, Indiana University; formerly Professor of Social Policy at Ohio State University. Dr. Schneiderman has served as a consultant in many national and international education programs.

Maxi C. Jackson, Ph.D. (Michigan): Director of the Center for Urban Affairs, Michigan State University; former Director of the Michigan State University's Volunteer Bureau.

Bernadette Pardo Phillips (Florida): Public Affairs Producer for Channel 10 WPLG, Miami; former newscaster and Assistant News Director for Channel 23 WLTV, Miami. She has produced general community service and education programs
in English and Spanish for Miami's Cuban community. Ms. Phillips is knowledgeable in the area of education of new immigrants.

Lilly Lee Chen (California): Director of Special Projects and Resource Development for the Los Angeles County Department of Public Social Services. She has also served on the Secretary's Advisory Committee on the Rights and Responsibilities of Women at HEW. She is a former Board member of the Organization of Chinese Americans.

Andrew Donaldson, Ph.D. (New York): Associate Director of the State University of New York's Educational Opportunity Center, a college preparatory and job training center for educationally and economically disadvantaged adults. He also hosts a radio discussion program on current education issues, and has hosted and produced several other radio and television programs in the area of education.

RECOMMENDATION:

Appoint the above slate to the National Advisory Council on Adult Education.

______ approve

_______ disapprove

Electrostatic Copy Made for Preservation Purposes
PROFESSIONAL EXPERIENCE:

By active involvement in various aspects of higher education administration spans more than twenty-five years:

DEAN, BOSTON COLLEGE EVENING COLLEGE OF ARTS, SCIENCES, AND BUSINESS ADMINISTRATION, 1968 - PRESENT

Researched and implemented two comprehensive curriculum changes as the director of continuing education at Boston College. Served as New England Chairman of the Association for Continuing Higher Education for two terms and on two occasions was Program Chairman for its annual regional meeting. I have also been an active participant in its regional and national activities.

UNIVERSITY REGISTRAR, BOSTON COLLEGE, 1972-1975

Responsible for incorporating the registrar's operations of nine colleges into one comprehensive and cohesive unit and for making operative a single student information system for admissions, financial aid, student accounts, housing and related registrar functions for more than 12,000 students.

PROVINCIAL SECRETARY, NEW ENGLAND PROVINCE, SOCIETY OF JESUS, 1962-1968

During these six years I had extensive responsibility for recruiting, selecting and admitting candidates to the Jesuit Order. Performed the administrative functions involved in maintaining over 100 Jesuit doctoral students in 70 different universities throughout the world during five regular academic years and three times that number of students and universities during the summers. Administered Bishop Connolly High School in planning and operating its first year.

REGISTRAR AND FOREIGN STUDENT ADVISOR, COLLEGE OF LIBERAL ARTS, PHILOSOPHY AND THEOLOGY, BOSTON COLLEGE, 1958-1962

Published the advisory manual which is still utilized in this position at Northeastern University and Boston College.
FACULTY, CRANWELL PREPARATORY SCHOOL, LENOX, MASS.  
1955-1958

PROFESSIONAL ORGANIZATIONS:
Active member of Association for Continuing Education, (served two terms as New England Chairman), Adult Education Association of USA and Massachusetts, American Association for Higher Education and American Association of University Administrators, Member Board of Directors of the Educational Exchange of Greater Boston (founded 1891)

EDUCATION:
January 1977 - D.Ed. (Adult and Continuing Education) Boston University. Dissertation on Costing the Crediting of Prior Learning Experiences has been recommended to a national publisher for publication
June 1962 - Bachelor of Sacred Theology, Boston College
June 1961 - Master Arts Teaching - Mathematics, Boston College
June 1954 - Bachelor of Arts, Boston College

PERSONAL:
March 24, 1931 - Date of Birth
August, 1948 - Entered Society of Jesus (Jesuits)
June 1961 - Ordained Roman Catholic Priest
Idred T. Nichols
Fosdyke Street
Providence, Rhode Island 02906
(1) 401-272-9633
(2) 401-272-0900

Experience

1975 - Present
Supervisor, The Career Counseling Service, The Rhode Island Department of Education

1974 - 1975
Director of Counseling, The Career Education Project, Providence, Rhode Island

1974 - 1973
Associate Director of Counseling, The Career Education Project, Providence, Rhode Island

1973 - 1972
Counselor, The Career Education Project, Providence, Rhode Island

1971
Assistant Professor of English, Brown University Extension Division and Southeastern Massachusetts University, North Dartmouth, Ma. (part-time)

1970
Coordinator of Artists in Residency Program, The Rhode Island State Council on the Arts

1969 - 1963
Instructor in English, Die Berliner Wirtschaftsfachschule, West Berlin, Germany

1963 - 1962
Instructor in English, Clark College, Atlanta, Georgia and Atlanta University Summer School

Education

Hampton Institute, Hampton, Virginia, Master of Arts in Education, 1963
Hampton Institute, Hampton, Virginia, Bachelor of Science, Social Studies Major and English Minor, 1961
Job Related Activities

March 1977
Panelist, Educational Brokering Workshop, The American Association for Higher Education Conference, Chicago

November 1976
Presenter, The U.S. Office of Education National Conference on Career Education, Houston

April 1976
Panelist, Adult Counseling: Alternate Delivery Forms in Continuing Education, American Personnel and Guidance Association Convention, Chicago

1972 - Present
Presenter at local, state and regional professional meetings

1975 - Present
Consultant, The Consulting Network, National Center for Educational Brokering

Appointments by the Governor of Rhode Island

1974 - Present
Commissioner, Rhode Island Port Authority and Economic Development Corporation

1973 - Present
Commissioner, Rhode Island Permanent Advisory Commission on Women

Political Activities

1976
Coordinator, Rhode Island 51.3% Committee
Member, Rules Committee, Democratic National Convention

1972 - 1975
Member, Democratic National Committee
1974
Delegate, Democratic Party Mid-Term Convention, Kansas City

1973 - 1974
Commissioner, Commission on Party Policy and Structure

1972
Delegate, Democratic National Convention, Member, Platform Committee

Women's Activities

1977
Member and Agenda Co-chairperson, Rhode Island International Women's Year Coordinating Committee

1972 - 1976
Policy Council Member, The Rhode Island Women's Political Caucus

1949 - Present
Member, Delta Sigma Theta Sorority

Community Activities

1977
Budget Panel Member, United Way of Southeastern New England

1975
Panel Member, Program Emphasis Project, United Way of Southeastern New England

1973 - Present
Board Member, Opportunities Industrialization Center of Rhode Island

Other
Member of various professional and community organizations.
MILDRED T. NICHOLS
56 FOSS DyKE STREET
PROVIDENCE, RHODE ISLAND 02906
(61) 401-272-9663
(D) 401-272-0900

EMPLOYMENT

MANAGEMENT

Director, The Career Counseling Service, Rhode Island Department of Education. Responsible for the operation of a telephone career information, guidance and referral service for adults. Duties include selecting, training, supervising and evaluating the staff; overseeing the operation of the Resource Center Library, including the semi-annual compilation of the Education and Training Resources Directory and the Supportive Services Directory; preparing budgets; supervising data collection; writing funding proposals; maintaining liaisons with similar education and work organizations; providing technical assistance; making speeches to diverse community organizations; serving on education and employment related boards and commissions; and participating in nationwide studies of career and educational counseling. 1975 to 1978.

Director, The Counseling Component of the Career Education Project, Providence, R.I. Duties included selecting, training and supervising the counseling staff; working with other project components on project procedures related to information development, data gathering, community relations and outreach; planning and implementing the phase-out procedures at the close of the project; and planning and implementing the transition to a state counseling service. 1974 to 1975.

SUPERVISION AND TRAINING

Associate Director, The Counseling Component, The Career Education Project. Duties included participation in selecting, training and supervising the counseling staff; working with other project staff on project procedures; serving on task force to study adaptation of the project. 1973 to 1974.
COUNSELING

Counselor, Career Education Project. Duties included interviewing clients who were making career and education decisions; selecting career information materials to send to clients; recording observations and compiling data for the project research component; participating in the development and evaluation of telephone counseling procedures. 1972 to 1973.

TEACHING

Assistant Professor, Equivalency Rank, Brown University Extension Division. Taught course in Afro-American Literature. 1971

Assistant Professor, Southeastern Massachusetts University School of Continuing Education. Taught course in Afro-American Literature. 1971.

Instructor, Die Berliner Wirtschaftsfachschule, West Berlin, Germany. Taught English to management, marketing and business administration majors. 1963 to 1969.

Instructor, Clarke College, Atlanta, Georgia. Taught composition and introductory literature courses. 1962 to 1963.

COORDINATION


COMMUNITY SERVICE PROJECTS

CO-AUTHOR

Women's Commission CETA special projects grant proposal. Activities include co-authoring the proposal to study "Compliance with Court-Ordered Support Payments in 1974 and 1977 Divorce Decrees in Rhode Island"; selecting and supervising staff; overseeing the project to completion and planning publication and dissemination of the findings. 1977 to present.
Budget Allocations Panel, United Way of Southeastern New England. Activities include monitoring and evaluating United Way funded agencies that deliver information and referral services, volunteer services and research services. 1977 to present.

Taskforce VI, Program Emphasis Project, United Way of Southeastern New England. Activities included working with staff and task force members to assess, evaluate and make recommendations on community needs and the private sector's role in the areas of information and referral services; research and evaluation services; volunteer services; community planning and development and neighborhood development. 1976 to 1977

EDUCATION

M. A. DEGREE

Hampton Institute, Hampton, Virginia. Education, concentration in English. 1963

B. S. DEGREE

Hampton Institute, Hampton, Virginia. Education, concentration in English and Social Studies. 1950

OTHER

Course, Literature of the Holocaust, Brown University 1971

Training Seminar, United States Civil Rights Commission 1973

Training Seminar, National Institute of Education 1974

Numerous workshops

SPECIAL ACTIVITIES: NATIONAL

WORKSHOP LEADER


PANELIST

Educational Brokering Workshop, The American Association for Higher Education, Chicago. 1977

PRESENTER

Adult Counseling; Alternate Delivery Forms in Continuing Education, American Personnel and Guidance Association Convention, Chicago. 1976

The Consulting Network, National Center for Educational Brokering. 1976

Rhode Island International Women's Year, Coordinating Committee, National Commission, U. S. State Department. 1977

Rhode Island 51.3% Committee, Carter Campaign. 1976

Democratic Party Rules Committee, Democratic National Convention. 1976

The Democratic Party Charter Conference, Kansas City 1976

National Commission on Delegate Selection and Party Structure, Democratic National Committee. 1973 to 1974

The Democratic National Committee. 1972 to 1976

The Platform Committee, Democratic National Convention 1972

SPECIAL ACTIVITIES: STATE, APPOINTMENTS BY THE GOVERNOR


Rhode Island Port Authority and Economic Development Corporation. 1974 to present

Rhode Island Permanent Advisory Commission on Women. 1973 to present

OTHER CURRENT POSITIONS

Executive Board, Opportunities Industrialization Center of Rhode Island, Inc.

Opportunities for Women

Liaison Committee, Project CHOICE
Advisory Council, Career Education State Plan

Advisory Council, Governor's Youth Council Employment and Training Program

Delta Sigma Theta, Inc.

References available upon request
ADDITION TO RESUME

MILDRED T. NICHOLS
56 FOSSYKE STREET
PROVIDENCE, RHODE ISLAND 02906
(H) 401-272-9663
(O) 401-272-0900

EMPLOYMENT

MANAGEMENT

Executive Director, Rhode Island Occupational Information Coordinating Committee. Responsible for establishing and maintaining effective liaison between the National Occupational Information Coordinating Committee and the Rhode Island Committee. Duties include preparing and presenting budget documents, developing operational plans for meeting committee goals and objectives, administering projects and contracts, directing and coordinating work of staff members, writing funding proposals. September 1978 -
VITA
DON DUTTON

I. Personal Data

Place of birth: Wadesboro, North Carolina
Date of birth: October 3, 1935
Sex: Male
Marital status: Married
Children: One son, age 16
Height: 5' 9"
Weight: 170
Home address: 2866 Centerwood
Peyetteville, Arkansas 72701
Business address: 218 Graduate Education Building
University of Arkansas
Peyetteville, Arkansas 72701
Telephone: Home 501/521-1057
Office 501/575-4407

II. Higher Education

B.S. North Carolina State University 1955 Agricultural Education
M. Ed. North Carolina State University 1961 Agricultural Education
* North Carolina State University 1963-64 Adult Education
Ph. D. Florida State University 1967 Adult and Continuing Education

III. Professional Employment

1965-1967: Graduate Intern (1965-66) and Research Assistant (1966-67), Department of Adult and Continuing Education, Florida State University.
1967-1968: Adjunct Assistant Professor, Health Education Department, School of Public Health, University of North Carolina, and Director of Adult and Continuing Education, Southern Branch, American Public Health Association.
1968-1971: Associate Professor and Director, Adult and Continuing Education, Memphis State University.
1971-1974: Professor and Director, Adult and Continuing Education, Memphis State University.
1974 : Professor and Coordinator, Adult and Continuing Education, University of Arkansas.

*Fifteen semester hours earned on a part-time basis beyond Master's degree.
IV. Certificates Held

North Carolina high school "A" teacher certificate.
North Carolina high school "G" teacher certificate.

V. Summary of All Graduate Work

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult and continuing education</td>
<td>64</td>
</tr>
<tr>
<td>Education</td>
<td>15</td>
</tr>
<tr>
<td>Administration and supervision</td>
<td>9</td>
</tr>
<tr>
<td>Research methods</td>
<td>9</td>
</tr>
<tr>
<td>Sociology</td>
<td>6</td>
</tr>
<tr>
<td>Social psychology and psychology</td>
<td>6</td>
</tr>
<tr>
<td>Other</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>115</strong></td>
</tr>
</tbody>
</table>

VI. Thesis and Dissertation Titles

Thesis: A Basis for Organizing an Adult Education Program.
Dissertation: A Description and Analysis of Selected Characteristics of Voluntary and Involuntary Participants in Adult Basic Education Programs in Florida.

VII. Community Activities

Lions Club: Served as Tail Twister; Board of Directors; Third, Second, and First Vice President.

Masons:
- Blue Lodge: Have held three offices, served as a First Degree Lecturer, and served on various other committees.
- York Rite Masonic Bodies: Have held three offices.
- Oasis Shrine Temple.
- Eastern Star.

Methodist Church: Served as Sunday School Teacher, Lay Leader, Lay Speaker, Chairman of Stewardship and Finance Committee, Board of Trustees, and a member of various other committees.

Little League Baseball Umpire.

Little League Basketball Coach.

Non Commissioned Reserve Officer, Memphis Police Department, Memphis, Tennessee.

VIII. Professional Memberships

Adult Education Association of the USA.
Commission on Adult Basic Education, AEA.
National Association for Public Continuing and Adult Education.
Commission of Professors of Adult Education of USA and Canada.
World Future Society.
Phi Delta Kappa.
Arkansas Association for Public Continuing and Adult Education.
IX. Professional Honors


17. Member, Research Committee, Tennessee Adult Education Association, 1971-72.


19. Member, Nominations Committee, Tennessee Adult Education Association, 1972-73.


23. Member, Committee on Certification Standards for Adult Education, National Association for Public Continuing and Adult Education, 1975-76.


26. Vice President for Programs, Adult Education Association of the USA, 1976-77.

27. Member, Career Education Study Committee, Adult Education Association of the USA, 1976-77.

28. Member, Executive Committee, Adult Education Association of the USA, 1976-77.
X. University Service

1. Member, Graduate Faculty, University of North Carolina, Chapel Hill, 1968.

2. Member, Graduate Faculty, Memphis State University, 1968-74.


6. Member, Committee for the Study of the Feasibility of Formulating a College of Environmental Sciences, Memphis State University, 1970-71.

7. Member, Committee for Formulating and Implementing a Center for the Study of Higher Education, Memphis State University, 1970-71.

8. Member, Ecological Studies Committee, Memphis State University, 1970-71.

9. Member, Selection Committee Chairman of Department of Educational Administration and Supervision, Memphis State University, 1971.


12. Member, Committees on: (a) Research; (b) Evaluating Professors' Procedures; and (c) Contract Research Effectiveness (Chairman), Department of Educational Administration and Supervision, Memphis State University, 1971-72.


16. Developed the Graduate Program in Adult Education that was implemented at Memphis State University, October, 1971.


19. Member, Graduate Faculty, University of Arkansas, 1974.


21. Chairman, Adult Education Faculty Search Committee, University of Arkansas, 1975.

22. Developed the Graduate Program in Adult Education that was implemented at the University of Arkansas in September, 1975.

23. Member, Placement Committee, College of Education, University of Arkansas, 1975-76.

XI. Other Professional Activities

1. Coordinator for Institute for Teachers and Administrators in Adult Basic Education held at Florida State University, 1965.

2. Consultant for the Florida State Department of Education and Florida State University in Psychology of Adult Learning with Implications for Teachers of Adults, 1965-66, in Adult Education Teacher-Trainer Workshops in 19 Counties in Florida.

3. Assistant Program Chairman and Coordinator, Federal Regional Adult Basic Education Institute held for Four Weeks at Florida State University in 1966 for Teacher-trainers from Alabama, Florida, Georgia, Mississippi, South Carolina, and Tennessee.


11. Member of State-wide Continuing Education Committee for All Health Personnel in North Carolina, 1968.


15. Director, Two Adult Basic Education Reading Workshops for West Tennessee Teachers held at Memphis State University, Memphis, Tennessee, March 1, 1969, and at Jackson State Community College, Jackson, Tennessee, May 10, 1969.


17. Chairman of Panel on "Problems Incurred in Teaching the Under-educated" for Memphis City Schools' Adult Basic Education Personnel, held at Memphis State University, October 17, 1969.

18. Director, Adult Basic Education Orientation Workshop for Memphis City ABE Teachers, October 17, 1969.

19. Director, Two Workshops on Methods and Techniques of Teaching for West Tennessee Adult Basic Education Personnel held at Memphis State University, Memphis, Tennessee, November 21, 1969, and Jackson State Community College, Jackson, Tennessee, November 22, 1969.


23. Director, Two Workshops on The "Selection of Adult Basic Education Materials," Jackson, Tennessee--April 9-10, 1970, for West Tennessee Adult Basic Education Supervisors; April 11, 1970, for West Tennessee Adult Basic Education Teachers.

24. Consultant, Tennessee State Department of Education and The University of Tennessee at Knoxville in Planning a State-wide, two-week, Adult Basic Education Reading Institute, July 8, 1970.
25. Member, Program Planning Committee for Tennessee Adult Basic Education Supervisors' Conference, 1970.

26. Director, Tennessee Adult Basic Education Supervisors' Conference, August 10-12, 1970, Memphis State University, Memphis, Tennessee.

27. Director, Church Women United Adult Basic Education Workshop, August 27, 1970, Memphis, Tennessee.

28. Director, Memphis State University Faculty Wives Workshop for Volunteers for GED Program for Adults, Memphis State University, Memphis, Tennessee, October 8, 1970.

29. Director, ABE Learning Lab Workshop for Memphis ABE Learning Lab Coordinators, Memphis, Tennessee, October 17, 1970.

30. Director, Adult Basic Education Workshop for Memphis City and Shelby County ABE Personnel, Memphis State University, December 11, 1970.


32. Director, ABE Reading Workshop, Jackson, Tennessee, February 20, 1971, for West Tennessee ABE Teachers.

33. Member, Tennessee ABE Summer Institute Planning Committee, 1971.


40. Consultant, Department of Adult Education, Texas A&M University and the Texas Educational Agency (State Department), Adult Education Workshop, College Station, Texas, March 9-10, 1972.
41. Consultant, Memphis City Board of Education for Planning Workshop for Memphis City School Elementary Education Teachers, May 16, 23, 26, 1972.


45. Consultant, Specialist Program in Adult Education, Alabama State University, Montgomery, Alabama, June 17, 24, 1972.


55. Member, Advisory Board, ABE Library Project, Memphis Public Library and Information Center, Memphis, Tennessee, 1973-74.


61. Director, Adult Basic Education Workshops, Memphis, Tennessee, January 19, 1974; Jackson, Tennessee, February 2, 1974; and Columbia, Tennessee, March 2, 1974.


63. Member, Adult Psychology Section, AEA, 1973-74.

64. Member, Civic and Government Advisory Committee, MDTA Skills Center, Memphis, Tennessee, 1973-74.

65. Consultant, Program Planning, Memphis Police Academy, Memphis, Tennessee, March 6, 1974.


69. Consultant, Adult Learning Center, Carlisle, Arkansas, August 8-9, 1974.

70. Co-Staff Development Specialist, State of Arkansas, USOE Region VI Adult Education Project, 1974-75.

71. Member, Arkansas Adult Education Staff Development Council, 1974-75.

72. Member, Regional Coordinating Council, USOE Region VI Adult Education Staff Development Project, 1974-75.

73. Member, Arkansas Adult Education Advisory Council, 1974-75.
74. Member, Advisory Committee, USOE Funded Right to Read Project, University of Arkansas, 1974-75.


76. Consultant, Workshop on Orienting Higher Education Personnel in Oklahoma to Their Role in Public Service, Central State University, Edmond, Oklahoma, December 11-12, 1974.

77. Member, Arkansas Library Advisory Council, 1974-75, 1975-76.

78. Chairman, Panel on Certification in Adult Education, USOE Region VI Bi-State Staff Development Conference, Shreveport, Louisiana, January 22-23, 1975.


80. Member, Panel on Use of ABE/ITV Material in the University, August 13, 1975, Denver, Colorado.

81. Member, Panel on Copyright Law and Its Relativity to Adult Education, Denver, Colorado, August 14, 1975.

82. Director, Arkansas Adult Learning Lab Workshop, Fort Smith, Arkansas, August 26-28, 1975.

83. Member, Adult and Continuing Education Committee, Southern States Work Conference, 1974-75, 1975-76.


86. Member, Advisory Committee, Developing Undergraduate Courses, 309 Project Funded by Arkansas Department of Education to University of Arkansas at Pine Bluff, 1975-76.

87. Member, Advisory Committee, Developing Undergraduate Courses, 309 Project Funded by Arkansas Department of Education to Philander Smith College, 1975-76.

88. Member, Advisory Committee, Developing TV Programs on Adult Education, 309 Project Funded by Arkansas Department of Education to the University of Central Arkansas, 1975-76.
89. Member, Advisory and Planning Committees, Reading in ABE, 309 Project Funded by Arkansas Department of Education to University of Arkansas at Little Rock, 1975-76.

90. Member, Advisory, Planning, and Evaluation Committees, Adult Learning Lab Workshop, 309 Project Funded by Arkansas Department of Education to Fort Smith Public Schools, 1975-76.


93. Member, Advisory Committee for Adult Education Recruiting and Public Relations Film and Continuation of Dial-Access Retrieval Project, 309 Special Project, Carlisle Public Schools and the Arkansas Department of Education, 1975-76.

94. Member, Advisory Committee for Methods of Teaching and Follow-up of Former Students, 309 Special Project, Red River Vocational-Technical School and the Arkansas Department of Education, 1975-76.

95. Member, Advisory Committee for Adult Education Special Experimental Class, 309 Special Project, Oklahoma Public Schools and the Arkansas Department of Education, 1975-76.

96. Member, Advisory Council for Education of Adult Indochinese, Arkansas Department of Education, 1975-76.

97. Chairman, Planning Committee and Evaluation Committee, and Director, Workshop on Teaching Adult Indochinese, Hot Springs, Arkansas, February 19-21, 1976.

98. Member, Planning Committee, Bi-State Conference on APL, Arkansas and Louisiana Departments of Education, 1975-76.

XIII. Papers Presented


13. "The Adult Learner." Presented at Mississippi Adult Basic Education Institute, Mississippi State University, Starkville, Mississippi, July 22, 1969.


27. "It Can't Be Done or Can It?" Presented to Graduates of the GED and Evening High School Program, January 28, 1972, Memphis, Tennessee.


34. "The Role of the Adult Education Administrator in the Future." Presented at the Adult Education Association of the USA and the National Association of Public Continuing and Adult Education Association's Annual Meeting, Minneapolis, Minnesota, November 18, 1972.


60. "Uniqueness of Working with Adults in University Continuing Education Programs." Presented to Oklahoma Higher Education Personnel, Edmond, Oklahoma, December 11, 1974.


63. "Overview of Adult Psychology." Presented on Oklahoma Educational Television, March 27, 1975. (Originated at Central State University, Edmond, Oklahoma; three hour presentation).

64. "Understanding Adults." Paper Presented at Arkansas Vocational Education Institute, University of Arkansas, Fayetteville, Arkansas, July 1, 1975.


70. "Psychological Aspects of Adults." Presented at Oklahoma Adult Education Supervisors Meeting, Fountain Head Lodge, Oklahoma, September 28, 1975.


XIII. Representative Publications

1. Basic Guidelines for Developing an Adult Education Program in a Junior College. Tallahassee: Florida State University, 1966. (with others)


15. Evaluation of an Adult Basic Education Orientation Workshop for Memphis City Schools Personnel. Memphis: Memphis State University, November 1969. (Dutton and Moss) (129 pages)


29. Supervision in Adult Basic Education. Memphis: Memphis State University, November, 1970. (Dutton and Glover) (92 pages)
33. "Literacy Education for Adolescents and Adults," Adult Leadership, Volume 19, Number 6, December, 1970, p. 199. (Book Review)
34. Evaluation and Proceedings of Memphis City-Shelby County Adult Education Workshop. Memphis: Memphis State University, January, 1971. (Dutton and Jordan) (75 pages)
36. Teaching Reading to the Disadvantaged Adult. Memphis: Memphis State University, March, 1971. (Dutton and Glover) (118 pages)
43. "Audio Visual Aids in Adult Literacy Education," Literacy Discussion. Teheran, Iran: International Institute for Adult Literacy Methods, Volume II, Number 3, pp. 27-42. (Dutton and Seaman)


45. ABE Staff Development in West Tennessee. Memphis: Memphis State University, January, 1972. (Dutton, Glover, and Welch) (106 pages)


49. "I'm OK--You're OK," Adult Leadership, Volume 20, Number 10, April, 1972, pp. 377-378. (Book Review)

50. ABE Staff Development in Middle Tennessee. Memphis: Memphis State University, April, 1972. (Dutton, Easter, and Holt) (36 pages)

51. "Tennessee Staff Development in Adult Basic Education," The Tennessee Adult Educator, Volume IV, Number 3, Fall, 1972, p. 76.

52. The Summer of 72. Memphis: Memphis State University, December, 1972. (Brown and Dutton) (52 pages)


56. The Summer of 73. Memphis: Memphis State University, November, 1973. (Gunter and Dutton) (77 pages)

58. Stories for Adults to Read. Memphis: Memphis State University, August, 1973. (Dutton and Glover) (31 pages)

59. Education of Tennessee Adults by Economic Districts. Memphis: Memphis State University, October, 1973. (Dutton and Gunter) (11 pages)


63. ABE Regional Workshops in Tennessee. Memphis: Memphis State University, August, 1974. (Gunter and Dutton) (30 pages)

64. Adult Basic Education Curriculum Development. Memphis: Memphis State University, August, 1974. (Dutton and Glover) (29 pages)


67. "Summary of Educational Level of United States Adults 25 Years of Age and Over," The Mississippi Adult Educator, Volume II, Number 1, Fall, 1974, p. 16. (Dutton and Gunter)


75. "Behavior Modification in Adults," Newsletter, Graduate Student Section, AEA of USA, October, 1975, p. 5.


FOR PRESIDENTIAL APPOINTMENTS ONLY

RESUME INFORMATION NECESSARY FOR COMMITTEE EVALUATION

NAME  Bobbie L. Walden

HOME ADDRESS (IF STUDENT, PARENTS' ADDRESS)
3858 Antoinette Drive
Montgomery, Alabama 36111

BUSINESS ADDRESS (IF STUDENT, COLLEGE MAILING ADDRESS)
111 Coloseum Blvd.
Montgomery, Alabama 36109

DATE OF BIRTH
November 2, 1934

PLACE OF BIRTH
Tuscaloosa, Alabama

EDUCATION AND/OR TRAINING
B.A., Judson College, Marion, Alabama; 1956
M.Ed., Auburn University, Auburn, Alabama; 8/71
Ed.S., Auburn University, Auburn, Alabama; 6/75

PROFESSIONAL BACKGROUND OR COMMUNITY CONTRIBUTIONS (IN DETAIL)
Director, Community Education/Adult Competency Ed.; Alabama State; 1971-1976
Adjunct Professor, Auburn University; 1974-1976
Evaluation Specialist A.E. Teacher Training Project; 1973-1974
Coordinator A.E., Huntsville City Schools, Huntsville, Ala.; 1968-1974
Curriculum Coordinator, Panama City Florida; 1967-1968
Teacher, Alabama and Florida; 1956-1967
Consultant, A.E., (see resume)
Professional Achievements (see resume)
Served on National Task Forces (see resume)

SPECIAL INTERESTS AS THEY RELATE TO PROFESSIONAL BACKGROUND, COMMUNITY CONTRIBUTIONS, OR EDUCATION AND TRAINING (IN DETAIL)

(SEE RESUME)
VITA

January 6, 1977

Dobbie L. Walden
3858 Antoinette Drive
Montgomery, Alabama 36111
205 832-6560 (Office)
205 288-4708 (Home)

Age: 42 (11/2/34)
Height: 5' 4½''
Weight: 128
Married: One Son

EDUCATIONAL BACKGROUND

High School

Tuscaloosa High School, Tuscaloosa, Alabama, June, 1952

College

Judson College, Marion, Alabama, B.A., June, 1956
Majors: English, Religion, Education
Minors: Social Studies, Spanish

Graduate Degrees

Auburn University, Auburn, Alabama
M.Ed., August, 1971
Majors: Adult and Vocational Education
       Educational Administration
Ed.S., June, 1975
Major: Adult and Vocational Education
Minor: Educational Administration and Supervision

Further Study

Completing dissertation for Ed.D. All course work is completed.
Passed preliminary examinations and orals. Expect to have
doctorate by May, 1977
Major: Adult and Vocational Education
Minor: Educational Administration and Supervision
-2-

EMPLOYMENT BACKGROUND

Director, Community Education Project and In-Service Training in Adult Competency Education, Alabama State Department of Education. (1976-Present)

Project Director of Right to Read for Adults and Central Alabama Performance Education Project. Alabama State Department of Education. (1974-1976)

Adjunct Professor for Auburn University (Teaching part-time graduate level courses in Adult Education.) (1974-1976)

Selected by the Southern Regional Education Board to serve as an evaluation specialist for the Adult Education Teacher Training Project. (1973-1974)

Coordinator of Adult Education, Huntsville City Schools, Huntsville, Alabama (1968-1974) (See attached sheet, p.?)

Curriculum Coordinator, Panama City Florida (1967-1968)

Teacher (1956-1967)

- Taught Adult Basic Education part-time 4 years
- Jinks Jr. High School, Panama City, Florida 4 years
- Jay High School, Jay, Florida 1 year
- Childersburg High School, Talladega County, Talladega, Alabama 1 year
- Bluff Park Elementary School, Jefferson County, Birmingham, Alabama 1 year
- Jinks Jr. High School, Panama City, Florida 3 years
- Oakland Terrace Elementary School, Panama City, Florida 1 year

SERVED AS CONSULTANT IN ADULT EDUCATION

National Reading Center
Alabama State Department of Education
Auburn University
Alabama Agricultural and Mechanical University
Regional HEW Office in Atlanta
Southern Regional Education Board
University of Maryland

University of Illinois

University of Alabama in Birmingham

Top of Alabama Regional Council of Governments

National Right to Read Effort

Arkansas State Department of Education

Tennessee State Department of Education

University of Alabama in Tuscaloosa

South Carolina State Department of Education

National Community Education Office

SERVED AS SPEAKER AT THE NATIONAL LEVEL


National Adult Basic Education Conferences in Chicago, 1972; West Palm Beach, 1973; Louisville, Kentucky, 1974

National Community Education Conference in Cincinnati, Ohio, 1975

National State Director's Conference in Dallas, 1976

PROFESSIONAL ACHIEVEMENTS

ELECTED PRESIDENT-ELECT OF THE NATIONAL ASSOCIATION FOR PUBLIC CONTINUING ADULT EDUCATION, 1976 - SECOND WOMAN TO BE ELECTED TO THIS OFFICE AND THE FIRST ALABAMA.

Selected as one of ten OUTSTANDING WOMEN IN ADULT EDUCATION by the National Association for Public Continuing Adult Education in 1975.

Received the first Lyndon Baines Johnson Memorial Award for the OUTSTANDING ADULT EDUCATION GRADUATE STUDENT IN THE UNITED STATES at the National Adult Education Meeting in Miami, November 1974.

Selected as the OUTSTANDING ADULT EDUCATOR IN ALABAMA in March, 1974 at the AEA Convention.
Elected to the National Adult Education Association Board of Directors 1972-1974 and re-elected 1974-1976. (First Alabamian to be elected by adult educators from all over the United States to serve on the National Adult Education Association Board of Directors).

Assisted in organizing the State Adult Education Association - (ALAPAE).

Served as interim president and elected as its first president.


A member of the State Adult Basic Education Staff Development Committee in 1972, 1973 and 1974.


Selected as chairman of the National Right to Read Committee, 1974-1975.

Planned and conducted a two-week Adult Basic Education Supervisors' institute for sixty Adult Basic Education Supervisors from Alabama for the State Department of Education in 1972.


Charter member in The President's Club.

Developed Model Adult Education Program in Huntsville, Alabama. The Program received the following commendations:

-Selected as the outstanding Adult Education Program by HEM.
-Selected for an article in the American Education Magazine, National Magazine of Church Women United and the Tennessee Valley Magazine. (See attached article).
-Selected by the National Adult Education Association as one of the ten outstanding programs in the United States.
-In a national study of adult education, conducted by Columbia University, the Huntsville Program received the most votes as the program that adult educators had heard the most about.

PROFESSIONAL AFFILIATIONS

National Education Association

National Association for Public Continuing Adult Education

National Council of Urban Administrators of Adult Education

National Community Education Association

Adult Education Association of the United States
Alabama Education Association
Alabama Association for Public Continuing Adult Education
Alabama Community Education Association
State Department of Education Association
Delta Kappa Gamma

PUBLICATIONS


Author, Training and Use of Volunteer Recruiters in Adult Basic Education Programs, Huntsville Area Vocational Technical School Center, 1972.

Editor, ABE Supervisor Handbook, Huntsville Area Vocational Technical School Center, 1972.


Co-Author, Career Education for Adults APL Modules, Auburn University, 1972.


Author, Numerous Newspaper Articles.

SERVED ON NATIONAL TASK FORCES

Parent and Family Education

Social Justice

National Right to Read Effort (Presently serving on this task force).

Sources of Income for the National Association for Public Continuing Adult Education

Elected as delegate to the Adult Education of USA Delegate Assembly.

Selected to represent Alabama at the First National Legislative Workshop, Washington, D.C.
COMMUNITY INVOLVEMENT

Served as chairman of the Huntsville mayor's veteran committee.
Served on the Huntsville Manpower Areas Planning Council for Education.
Served on the Huntsville Model Cities Community Relations Committee.
Encouraged the Huntsville mayor to declare Adult Education Week.
Spoke to thirty-one community organizations in the past year on Adult Education.
Appeared on thirteen television programs this past year promoting Adult Education programs.
Member of Whitfield United Methodist Church.
Served as Church Clerk, Superintendent of Adult Department, Sunday School teacher of adults, choir member, chairman of church by-laws committee.
First Vice President, Judson Alumnae Association.
I. **Duties in detail:** Established Comprehensive Adult Education Program in Huntsville, Alabama (1968-1974).


   B. Planned, organized and administered evening prevocational Model Cities classes. Hired and supervised fourteen teachers.

   C. Given responsibility for State funded Adult Basic Education Program. Hired and supervised sixteen teachers.

   D. Planned, established and administered Model Adult Learning Center that has been recognized throughout the nation.

   E. Planned and organized mobile learning van program. First in the nation.

   F. Performed the following for the total Adult Education Program:

      1. Planned curriculum and wrote curriculum guides.

      2. Selected and ordered materials.

      3. Selected and hired all personnel.

      4. Established and carried out training program for personnel.

      5. Handled all publicity and public relations for Adult Education Program.

      6. Recruited, organized and trained volunteers for program.

      7. Wrote proposals. All proposals written were funded. Total funds received from proposals written during the period 1974 were $326,000.00.

      8. Authored the following: Each has been disseminated nationally.
         a. State Adult Basic Education Supervisor's Handbook
         b. Handbook for Volunteers
         c. Adult Basic Education Materials Guide

      9. Planned and initiated evaluation procedure for program.

II. **Duties:** Project Director for Alabama State Department of Education, Adult Basic Education Section (1974-1976)

   A. Recommend the selection of staff personnel to the Adult Basic Education Coordinator.
B. Supervise work of area supervisors.
C. Conduct staff conferences for planning and evaluating work.
D. Supervise all purchases of materials and equipment.
E. Work with cooperating agencies and establish linkages with other agencies.
F. Prepare and coordinate all reports -- payroll, travel, attendance, purchase orders, request for funds.
G. Assist in planning budget.
H. Write brochures, booklets and materials to be used by staff.
I. Disseminate information nationally to interested persons and agencies.
J. Select and train paraprofessionals and volunteers.
K. Plan and initiate evaluation process.
L. Secure publicity.
M. Handle public relations.
N. Attend state, regional and national meetings on Adult Education
O. Serve as team member for team services.
P. Assist other sections in developing low-level reading materials

III. Duties: Area Adviser in Adult Basic Education (Jefferson, Tuscaloosa, Sumter, Greene, and Hale Counties)

A. Work with professional staff.
B. Assist LEA's in program implementation.
C. Assist with staff development.
D. Plan and implement inservice training.
E. Assist with implementation of State Plan.
F. Disseminate information and materials.
G. Promote Community Education concept.
H. Evaluation of local ABE program.
BIRTHDATE: January 26, 1938

FAMILY STATUS: Married

EDUCATION:
- New York University - B.A. 1949
- Columbia University - M.S.W. 1951
- University of Chicago - Postmasters Study 1956-57
- University of Minnesota - Ph.D. 1963

EXPERIENCE:

(1) Dean, School of Social Service, Indiana University, 1977 - present.


(5) Project Director, Ohio State University Program Evaluation Unit, Ohio Rehabilitation Services Commission and the Ohio Department of Public Welfare Expansion Grants Program. Sponsored by the Social and Rehabilitation Service, USDHEW, 1971 - 1974, Grant # 25-P-65439/5-03.


(11) Consultant in Management and Program Development to the United States Veterans Administration, the National Alliance of Businessmen, Model Cities, Community Action agencies, to U. S. corporations re the social responsibility of American business.

(12) Associate Professor of Social Casework and Chairman of the Social Casework faculty, Ohio State University, School of Social Work, 1963 - 1966.


Recent Professional Service:

- Member, of the Governor's Task Force on Comprehensive Mental Health Planning; Chairman, Commission on Societal Problems, National Conference on Social Welfare; Member, Structure Review Committee, Council on Social Work Education; Member, Commission on Social Work Manpower, Council on Social Work Education, Member, Social Policy Action Cabinet, National Association of Social Workers; Chairman, Blue Ribbon Commission on Creation of a Social Service Institute, National Association of Social Workers; President, Central Ohio Chapter National Association of Social Workers; Visiting Professor, National Institute for Social Work and London School of Economics, London, England, 1974 - 1975; Member, National Association of Social Workers, Committee on Welfare Reform, 1977.
Research and Publications


(8) "Educating the Poor Won't Work," Commentator Magazine, A WRTF Publication, Columbus, Ohio, 1965.


(13) "Project Head-Start - Aprons to Cover Their Dirty Clothes," Mental Hygiene, Journal of the National Association of Mental Health, January 1965.


(20) "The Next War?", The Ohio Peace Action News, Vol. 1, No. 4, March 1968, Columbus, Ohio.


(22) "Alcoholism: Crime, Illness or Social Problem?", Proceedings, Institute on Alcoholism and Its Treatment, Columbus Area Mental Health Center, November 1963.

(23) "Fascism Public Welfare Style," Ohio State University, Research Monograph, 1969.


(27) The Voting Behavior of Welfare Recipients in Franklin County, Ohio - A Study in Political Power, A five-year longitudinal study designed to measure the impact of the civil rights and welfare rights movements on the voting behavior of welfare recipients, 1971. (Mimeoographed).


Recent Health and Social Services Reorganization in the United Kingdom, National Institute of Mental Health, Grant No: 13763-01, September 1975.


BERNADETTE FARDO PHILLIPS
1300 Obispo
Coral Gables, Florida 33134
(305) 448-8444

PERSONAL DATA
Born: August 20, 1950, La Habana, Cuba
Naturalized, U.S. Citizen, 1972
Married Sidney N. Phillips, 1975

EDUCATION
M.A. in Mass Communications, Florida State University, 1976. Thesis:
Immigrant Adjustment and Mass Media Availability and Usage Among Cubans
in Miami Florida. (in progress)
B.A. Manhattanville College, Purchase, New York, 1972
Majors: Russian Area Studies and English Literature
Graduated cum laude.
High School, Woodlands Academy of the Sacred Heart, Lake Forest, Illinois
Graduated 1968
National Merit Scholarship finalist.

WORK HISTORY
February 1978 to Present: Public Affairs Producer, Channel 10 WPLG, Miami, Florida
Responsible for Production of following Programs: Saturday P.M., South Florida Reports, Nobody Ever Asked Me, Campaign 78, Panamericana (August, September 1978), Job Line (September 1978 to Present).
Duties: Production, Format Organization, Writing, Interviewing, Research, Editing, Supervision, Booking.
Daily bilingual hosting of Job Line
Substitute host, Panamericana Election Coverage 1978, State Returns Coordinator for Newswatch Team.

November 1976 to February 1978:
Newscaster and Assistant News Director
Channel 23, WLTV, Miami, Florida
Noon News Anchor, Reporter, Commentator
6 p.m. News, Host Public Affairs Shows.
Duties: Daily rundown and format organization, writing, on the street reporting, interviewing, editing supervision and on-air presentation.

Duties: Production, research, writing, interviewing, and on the air presentation of the highlights of the legislative week for Florida Public Broadcasting.


**PUBLICATIONS**

(With Dr. David J. Leroy) "The Florida Public Television Audience" Research Report Series, Communications Research Center, Florida State University. Part of a series of studies conducted for the Florida Department of Education.


"Public Television Viewer Profile in Miami, Florida" Research Report Series.

**LANGUAGES**

English, Spanish, French, Russian.

**SKILLS**

Writing, Television and Radio Production, Film and Videotape editing, Chiron.
REFERENCES

Dr. C.E. Wotring
Chairman, Department of Communications, Florida State University, Tallahassee, Florida

Dr. Aida Levitan
Director, Dade County Office of Latin Affairs
140 W. Flagler, Miami, Florida
(305) 579-5270

Luis Lauredo
President, National Coalition of Cuban Americans
2121 Ponce de Leon, Coral Gables, Fla.
(305) 445-1567

Vivian Quevedo
Station Manager WLTV, Channel 23
695 N.W. 199th St.
Miami, Florida
(305) 652-4000

Dr. Antonio Jorge
Chairman, State of Florida Commission on Hispanic Affairs
900 S.W. 1st St.
(305) 325-2926

Alma Walker, Public Affairs Director
Dow Smith, News Director
Channel 10, WPLG
3900 Biscayne Blvd, Miami, 33137
(305) 573-7111

Beverly Phillips
Commissioner, Dade County
Dade County Courthouse
(305) 579-5117
COMMUNITY SERVICE

Board Member, YWCA; Member, Hispanic Heritage Week Planning Committee, S.A.L.A.D., Spanish American League Against Discrimination, Latin Business and Professional Women's Club.
August, 1977

R E S U M E

LILY LEE CHEN

Present Position: Director, Special Projects and Resource Development Los Angeles County Department of Public Social Services

Federal Appointment: Chairperson, Subcommittee on Welfare and Social Services Secretary's Advisory Committee on the Rights and Responsibilities of Women, HEW

Address: Office: 3401 Rio Hondo Avenue
El Monte, California 91732
Telephone (213) 572-5560/572-5551

Home: 179 Barranca Drive
Monterey Park, California 91754
Telephone (213) 281-6966


SUMMARY OF FUNCTIONAL DESCRIPTIONS COVERING ADMINISTRATIVE
AND PROFESSIONAL EXPERIENCES FOR THE PAST TEN YEARS

During the past ten years I have held four separate administrative positions in the field of Human Services as follows:

- Director, Medical Social Services, L.A. County Hospital System
- Director, Asian Program of the L.A. County Department of Public Social Services
- Director, Social Services Planning for County of Los Angeles
- Director, Special Projects and Resource Development, County of Los Angeles (current assignment)

During this period I have administered, often simultaneously, a wide variety of major programs, each with separate objectives, legal base, procedures, staffing patterns, and target populations. To do so has required in-depth knowledge of management procedures, regulations and personnel practices.

I have had primary fiscal and budget responsibility for social service programs. This has included not only an overview of the budget justification process for the programs I administer, but also review, evaluation and prioritizing of human service expenditures for General Revenue Sharing funds in Los Angeles County.

My responsibilities have included the analysis and interpretation of federal and state legislation, particularly in terms of its impact on local government and community programs.

I have wide experience in the general area of grantmanship including project development, review, state and federal processing, contract negotiations, monitoring and evaluation.

The following sections further detail my administrative experiences.
1. Served as the Planning Director for Los Angeles County Social Services Program for three years (1972-75). This involved the design and development of programs aimed to make maximum use of limited funding resources to meet community needs and fulfill legislative mandates. This activity covered the full range of services to children, aged, and disabled (a population of one million persons).

2. Served as top level County welfare representative on the HR 1 Task Force which transferred Adult Categorical Aid payment programs involving 200,000 clientele from County to Federal Social Security Administration.

3. Supervised the planning and implementation of specialized demonstration projects to test innovative solutions to the problems of juvenile delinquency in the Mexican-American communities of East Los Angeles.

Resource Development

1. As Director of the Resource Development Office, organized an interagency network of administrators working to maximize community resources by:
   - Identifying existing services and programs
   - Reducing duplication through coordination
   - Developing new programs where gaps existed

2. Developed a comprehensive inventory of community services and programs using computer technology. This streamlined system maintains up-to-date information on over 5,000 community agencies. Its development has resulted in substantial savings of staff time by coordinating a large number of separate data collection efforts into one efficient Countywide system. The program, called "Community Resource Information Bank" (CRIB), now meets the community information needs of over ten County departments. This unique project received a National Association of Counties award in 1976.

3. Coordinated the foster home recruitment program in Los Angeles County. There are over 10,000 children in foster care with 1,500 licensed homes.

   Established Foster Grandparents Program at MacLaren Hall for neglected and abused youngsters in Los Angeles County.
Developed comprehensive volunteer programs to maximize manpower resources. These programs include supportive services of child care, educational assistance to welfare families, and an Interdepartmental Volunteer Program for nursing home residents (in conjunction with L.A. Retired Senior Volunteer Program).

Community/Public Relations

Have responsibilities for the development of ways and means to inform the general public about services available in Los Angeles County. Activities including media relations, conduct of public hearings and representation in a wide variety of community and interagency task forces, advisory bodies, steering committees, etc.

Established and directed the first Asian Human Resources Program in Los Angeles County in 1970. Designed and implemented administrative mechanisms which made available to the Asian/Pacific population the full range of human services. The establishment of this specialized program has served as a national prototype for the development of similar programs.

Served as liaison between welfare program administration and welfare rights organizations.

Provide liaison between L.A. County services programs and the United Way agencies.

Special Skills

1. Extensive involvement in the issues of welfare reform. Recently conducted a study on behalf of the HEW Secretary's Advisory Committee on the rights and responsibilities of women regarding the female headed household with children. Have traveled through many states in the nation and met on the subject with national leadership of women's organizations, labor, Congressional staff, consumers, professionals and business organizations. The study, entitled "Welfare Reform - For Whom - By Whom?" is scheduled for publication.

2. Have bilingual capabilities. Taught Chinese language at San Francisco State College.


4. Lectured at University of Southern California, California State University at Long Beach, and numerous professional and civic organizations in the areas of human services, Asian studies, and status of women.
with United Nations Community Development Projects in Taiwan, the Philippines, and Thailand. Chaired the International Youth Leader's Conference sponsored by the National Social Welfare Assembly, New York.

Professional Memberships
Member, American Public Welfare Association  Present
Member of Board of Directors, Southern California Rehabilitation Association  Present
Member, Los Angeles Management Council  Present
Member, California Women in Government  Present
Member of Board of Directors, National Association of Social Workers, Los Angeles Chapter  1972-74
Board Member, Area Agency on Aging, L.A. County  Present
Member, Older American Committee (MAC)  Present
Member, American Federation of T.V. and Radio Artists (AFTRA)  Present
Member, Directors of Volunteers in Agencies (DOVIA)  Present

Affiliations
Registered Democrat
Public Member, National Commission for the Observance of International Women's Year (IWY)
National Board Director, Organization of Chinese Americans
Board Member, Community Mental Health Project - Immaculate Heart College, Los Angeles
Community Policy Board Member, Demonstration Project for Asian Americans
Advisory Board Member, Educational Opportunity Center, University of California at Los Angeles

Honors and Awards
Angel of Distinction 1973 - Named by the Central City Association of Los Angeles

The RESUME of

Andrew G. Donaldson
Name: Andrew George Donaldson
Home Address: 80 La Salle Street, New York, NY 10027
Home Telephone: (212) 222-3538

PRESENT POSITION: Associate Director, State University of New York (SUNY) Educational Opportunity Center (EOC) in Manhattan 163 West 125th Street, New York, NY 10027 Telephone: (212) 678-2525

PROFESSIONAL EXPERIENCE (Full-Time):

1976-Present  Associate Director, State University of New York (SUNY) Educational Opportunity Center (EOC) in Manhattan
1975-1976  Assistant Director, SUNY EOC in Manhattan
1974-1975  Resident Doctoral Student, University of Massachusetts
           (Expected dissertation completion date: December 1978)
1970-1973  Community Superintendent, School District 9, Bronx
           New York City Board of Education
1968-1970  Deputy District Superintendent; Principal Assigned to District Headquarters, School District 6, Manhattan
1968  Intern-Principal, Public School 219, Queens
1967-1968  Curriculum Assistant to District Superintendent; Special Assistant to Local School Board, School District 6, Man.
1960-1967  Supervisor of Art, New York City Board of Education
1950-1960  Teacher, Frederick Douglass Junior High School 139, Manhatt
1950  Teacher, Public School 46, Manhattan

PROFESSIONAL EXPERIENCE (Part-Time):

1969-Present  Adjunct Professor, City College of New York; School of Education, Graduate Division
1977-Present  Instructor, Stevens Technical Enrichment Program, Stevens Institute of Technology, Hoboken, NJ
1971-1972  Consultant, Tri-Community Staff Training Project
           (Englewood, Teaneck, and Hackensack, NJ, School Systems)
1968-1969  Instructor, Pratt Institute, Brooklyn, NY
1963-1967  Instructor, Evening Adult School #13, Manhattan (East Harlem
           New York City Board of Education
1952-1960  Instructor, Frederick Douglass Community Center (Harlem)
           Staff Member, City College Extension Division
1951-1952  Fellowship, City College of New York, Art Department
1950-1951  Teacher, Public School 46, Manhattan

EDUCATION: B.S. in Education (cum laude), City College of New York, 1951
           M.A., City College of New York, 1951
           Postgraduate Study, Teachers College, 1969-70
           Doctoral Studies, University of Massachusetts, 1974-Present
ADDITIONAL EXPERIENCE:

1973-Present  Radio Program Host, WBL3-FM's "Educational Cross-Section"  
(Weekly half-hour educational discussion program)

1973  Television Program Host, Channel 9's "Front Line"  
(Weekly half-hour educational discussion program)

1973  Columnist, New York Amsterdam News' "Write to Know"  
(Weekly column dealing with educational topics, issues)

1973  Radio Program Producer, WHOM's "District 9 on the Air"  
(Weekly program in Spanish highlighting School - Community activities)

1972-1973  Radio Program Producer, WLIB's "District 9 Speaks Out"  
(Weekly half-hour program highlighting school - Community activities)

1959-61-62  Camp Director, All Souls' Episcopal Church Camp  
(Parksville, NY (136 acre site))  
1953-1968  Organist and Choirmaster, St. Augustine's Chapel  
Trinity Parish, Wall Street, New York City

VOLUNTEER COMMUNITY ACTIVITIES:

1972-1973  Member, Bronx Advisory Council, New York State  
Commission on Human Rights

1955-1973  Organizer, School-Community Exhibits: Harlem Police Precinct  
Harlem Welfare Center, Harlem YMCA, Manhattan and  
Bronx banks, libraries, stores, and community centers

1969-1972  Member, Manhattan Borough President's Scholastic Awards  
Committee

1969-1970  Elected Member, Teachers College Senate - Member of  
Search Committee for Chairman of Department of  
Educational Administration

1969-1970  Chairman, Vice-Chairman, Harlem Institute for Teachers  
Consortium of Bank Street College, New York University,  
Harlem Teams for Self-Help, and the New York City  
Board of Education; largest Teacher Corps training  
project in the nation, sponsored by the United  
States Department of Health, Education and Welfare

1970  Elected Member, Community School Board, District 5  
(Harlem, Manhattanville); Received highest number of  
votes in the election

1961-1969  Committeeman, Explorer Scouts, Post 208

1967-1969  Member, Department of Christian Education, Episcopal  
Diocese of New York

1967  Consultant, I.S. 201 (Intermediate School Complex) Planning Board

1964  Consultant, HARYOU (Harlem Youth Opportunities Unlimited)  
Sociological Research Study and Report: Youth in the  
Ghetto

COMMUNITY AWARDS:

MEMBERSHIP IN ASSOCIATIONS:
National Education Association, Life Member National Association for the Advancement of Colored People (NAACP), Life Member New York Association of Black Educators, President, (1970-72) Schoolmasters' Club of New York Current Member

PERSONAL:
Birthdate: November 24, 1926 Birthplace: Detroit, Michigan Military Status: Honorably Discharged World War II Veteran

REFERENCES: Available upon request
Associate Director, State University of New York (SUNY) Educational Opportunity Center (EOC) in Manhattan

Post-secondary day and evening college preparatory and job training center for educationally and economically disadvantaged adults; 1000 students; business and technical training; high school equivalency preparation.

Duties: deputy to director in all administrative, managerial, business, academic, student personnel, staff personnel, and research affairs. Coordinates facilities planning and utilization, scheduling of activities, development of programs, proposals; technical support for budget preparation, special projects and programs; recommends policy decisions and changes; labor designees and contractual review; recommendations for appointment, evaluation, and, when necessary, termination of instructional and non-instructional personnel.

Responsible for: recruitment, supervision, and recommendation for continuation of appointment of instructional and non-instructional personnel; the development, implementation, supervision and evaluation of in-service training for the instructional and the non-instructional staff; implementation of all instructional programs, including appropriate curricula and appropriate instructional materials; preparation of the instructional budget, and its proper implementation and management; maintaining appropriate instructional records and fiscal accounts; providing ongoing coordination and cooperation with appropriate community groups; preparation of appropriate instructional schedules and assignments, and assignment of appropriate instructional spaces; preparation of daily, weekly, monthly, quarterly, semi-annual and annual instructional, non-instructional, and student attendance records; attending approved professional and/or business conferences to obtain up-to-date information related to improvement of the Educational Opportunity Center programs.

Assistant Director, State University of New York (SUNY) Educational Opportunity Center (EOC) in Manhattan

Duties and Responsibilities same as above.

Community Superintendent of Schools, New York City Board of Education

Community School District 3, Bronx (North of Yankee Stadium):

Concourse, Morrisania, Highbridge, University, Bathgate, and part of Tremont sections of the Borough of the Bronx, New York City.

36,000 children; 29 schools, 15 annexes; second largest district in the city in pupil population; fourth largest school district in New York State.

Total population of approximately 185,000: multi-ethnic, multi-cultural, multi-lingual; wide variation of socio-economic backgrounds; manifold urban problems of inadequate housing, medical, health, and recreational facilities; unemployment, youth gangs, drug abuse, broken homes, scholastic failure, etc.

3,000 professional, non-professional, and paraprofessional personnel, including especially created positions as: drug abuse counselors and street workers, school neighborhood workers, bilingual, continuing education, and summer staff.

Programs Instituted: Pre-Kindergarten; All Day Kindergarten; The Early Childhood Center; The ABC Montessori School; The Rafael Hernandez School; The Roberto Clemente School of the Arts; Project Success (Personalized Computerized Reading Diagnosis and Prescription); The Media Literacy Program; Youth Tutoring Youth; Young Executives Tutoring; Living Heroes Project; Interdisciplinary Guidance; Heritage Studies; Drug Prevention; Bilingual Studies; Artists-in-Residence; Sub-Schools Restructuring; IBM Adult Training Project; Summer Olympics; Management Systems training; Parent Workshop Series; Community-Wide Conferences, etc.

Total district annual operating budget of $34,338,000: $28,138,000 from tax levy funds, $4,979,000 from Federal Title I ESEA funds, and $1,311,000 from State Urban Funds. Attracted an additional $1,500,000 in grants and special funding.

Selected as first community superintendent from a field of 39 applicants by newly elected community school board created as a result of first school board elections in city under Decentralization; extensive community input during selection process; contract for three years.
NATIONAL ADVISORY COUNCIL ON ADULT EDUCATION

Independent

AUTHORITY:  20 U.S.C. 1209, 1233b, 1233c
             P.L. 91-230, Sec. 310 (34 Stat. 163) of April 13, 1970

METHOD:  Appointed by the President

MEMBERS:  FIFTEEN  (Who shall, to the extent possible, include
            persons knowledgeable in the field of adult education,
            State and local public school officials, and other
            persons having special knowledge and experience,
            or qualifications with respect to adult education,
            and persons representative of the general public.)

NOTE:  Where the President fails to appoint a member
        to fill a vacancy in the membership of a
        Presidential advisory council within sixty
days after it occurs, then the Secretary of
        HEW shall immediately appoint a member to
        fill such vacancy.  (P.L. 93-382, 8/21/74
        (23 Stat. 575)).

CHAIRMAN:  Elected by the members of the Council.

TERM:  Members shall serve for terms of not to exceed three
        years and the initial members shall serve staggered
        terms.  (NOT-HOLDOVERS)  (20 U.S.C. 1233b -
        Although not specified it is assumed that vacancies
        shall be filled for the unexpired term.)

Continued
SAALARY: Members who are not regular full-time employees of the United States shall be entitled to receive compensation at a rate fixed by the Commissioner of Education, but not exceeding the daily rate of a GS-15, including traveltime. (20 U.S.C. 1233c)

PURPOSE: Shall advise the Commissioner of Education in the preparation of general regulations and with respect to policy matters arising in the administration of adult education, including policies and procedures governing the approval of State plans and policies to eliminate duplication, and to effectuate the coordination of programs offering adult education activities and services.

REPORT: The Council shall report annually to the President. The President shall transmit each such report to the Congress together with his comments and recommendations.

TERMINATION: Subject to section 448(b) of the General Education Provisions Act, the Council shall continue to exist until July 1, 1978 (P.L. 93-380, 8/21/74 (88 Stat. 612)) September 30, 1978

NOTE: This Council was formerly called the "National Advisory Committee on Adult Basic Education".