



Irene Gomez-Bethke Papers.

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Personnel

Dec. 6, 1979

Motion Felino de la Peña: Close the date of application for executive director and review the candidates that we have now; and to recommend to the board must
Antonio Arullano seconds Dec. 8, WPK -

4 against 2 for 1 abstain Motion fails.

approval of minutes w
minutes were accepted as amended.

agency's secretary position was announced in the newsletter and we now have two applicants.

motion Ed. Villalon: That we publicize the job openings for the sec. position and close on Thurs Dec. 13, 1979
some day we interview.

Ray Racha seconds

motion carried

Eduardo Villalon moves to adjourn

Staff gave input: information and background on one of the candidates.

Jaitan; community person / Don Vargas / gets along w/ everyone
come up through agency.

Pedro; ^{Vargas} knows community / role model for drug abusers /

Mona; supports Don -

Lally; Vargas / original founder / proposal writing / aware of problems

Villalobos; agrees / Don works hard -

Ricky; staff came to him with Vargas suggestion / agrees / Don
knows programs & resources - promote within staff
first considerations.

PROPOSED JOB DESCRIPTION
EXECUTIVE DIRECTOR

RESPONSIBLE TO BOARD OF DIRECTORS, CARRY OUT BOARD INSTRUCTION. RESPONSIBLE FOR OVERALL AGENCY SUPERVISION; THROUGH ASSOCIATE DIRECTOR; DELIVER INTERPRETATIVE PRESENTATIONS ON C.C.C. AND HISPANIC ISSUES. WRITE AND DEVELOP FUTURE PROGRAM PROJECTIONS; INITIATE AND DEVELOP ALL FUNDING PROPOSALS AND SPECIAL PROJECTS. RESPONSIBLE FOR PERSONNEL HIRING AND TERMINATIONS TO POINT OF RECOMMENDATION TO THE BOARD. MAINTAIN GOOD WORKING RELATIONSHIP WITH THE ENTIRE COMMUNITY. PROVIDE LEADERSHIP IN STAFF ACTIVITIES, PLANNING, EVALUATION, AGENCY OPERATIONS, AND PROGRAM DEVELOPMENT. SUPERVISE PRODUCTION OF NEWSLETTER AND OTHER PUBLIC RELATIONS EFFORTS OF C.C.C.

QUALIFICATIONS

161000
SALARY

SAMPLES FOR CURRENT DIRECTOR
IN 1980
OTHER BENEFITS

APPLICATION PROCEDURE

DEADLINE

PROPOSED JOB DESCRIPTION
EXECUTIVE DIRECTOR

POSITION:

EXECUTIVE DIRECTOR

SALARY:

\$16,000.

PRIMARY RESPONSIBILITIES:

RESPONSIBLE TO THE BOARD OF DIRECTORS CARRYING OUT BOARD INSTRUCTIONS

RESPONSIBLE FOR OVERALL AGENCY SUPERVISION, ¹
PROVIDING LEADERSHIP IN STAFF ACTIVITIES, ²
PLANNING, EVALUATION, AGENCY OPERATIONS, AND
PROGRAM DEVELOPMENT, SUPERVISE PRODUCTION OF
NEWSLETTER AND OTHER PUBLIC RELATION EFFORTS.

DELIVER INTERPRETIVE PRESENTATIONS ON CENTRO
CULTURAL CHICANOS' FUNCTIONS AND ON HISPANIC
ISSUES. ¹⁰

¹¹ WRITE AND DEVELOP FUTURE PROGRAM PROJECTIONS, ¹²
¹³ INITIATE AND DEVELOP ALL FUNDING PROPOSALS AND
SPECIAL PROJECTS. ¹⁴

¹⁵ RESPONSIBLE FOR PERSONNEL HIRING AND TERMINA- ¹⁶
TIONS TO POINT OF RECOMMENDATION TO THE BOARD ¹⁷

¹⁸ MAINTAIN GOOD WORKING COMMUNICATIONS AND
RELATIONSHIP WITH THE ENTIRE COMMUNITY.

QUALIFICATIONS:

A	5	MUST BE BILINGUAL-BICULTURAL
B	2	MUST HAVE AT LEAST ONE (1) YEAR OF BUDGETING EXPERIENCE WITH BUDGETS OF \$150,000. OR MORE
C	1	MUST HAVE EXPERIENCE IN STAFF SUPERVISION
D	4	MUST HAVE STRONG EXPERIENCE AND RELATIONSHIP WITH LOCAL HISPANIC COMMUNITY
E	3	MUST HAVE SUCCESSFUL EXPERIENCE IN SECURING FUNDING FROM PRIVATE AS WELL AS PUBLIC FUNDERS.

APPLICATION PROCEDURE:

MAIL RESUME OR INQUIRE AT:

JOB LINE
BOX 1370
WOODBURY, MN 55055

DEADLINE:

NOVEMBER 12, 1979

JOB BEGINS:

DECEMBER 10, 1979

EXECUTIVE DIRECTOR

FOR

HISPANIC SOCIAL SERVICE AGENCY IN THE TWIN CITIES AREA
STARTS DECEMBER 10, 1979

EXTENSIVE EXPERIENCE IN FUNDRAISING, FUNDING PROCUREMENT
AND ADMINISTRATION IS NECESSARY. SHOULD BE BILINGUAL IN
SPANISH AND ENGLISH AND BICULTURAL, AND HAVE EXPERIENCE
IN WORKING WITH THE [REDACTED] COMMUNITY, [REDACTED]
[REDACTED] HISPANIC [REDACTED]

SALARY \$16,000

SEND RESUME AND/OR REQUEST FOR FURTHER INFORMATION TO
JOB LINE, BOX 1370 WOODBURY MINNESOTA 55055

November 13, 1979

213 Stewart
White Bear Lake
Minnesota 55110

Job Line
Box 1370
Woodbury
Minnesota 55055

Dear Mr. Nevilles:

In response to your recent announcement I would like to apply for the position of Director at your agency.

My involvement in Spanish culture began when I was a student at the Universidad de Madrid. This involvement has continued through my experience as a Peace Corps Volunteer in Ecuador and as a health care consultant in Colombia. Among the skills I could offer your agency are fluency in Spanish, familiarity with Hispanic culture, and the experience of dealing successfully with the health care delivery systems in two South American nations.

Now that my program in Colombia has ended, I am searching for an administrative position here in the United States. I feel that the opening for a director at your agency would be an excellent opportunity.

Enclosed is my resume. I hope that you will be able to match my qualifications with your needs.

Sincerely,

Kevin Kingfield
Kevin Kingfield

RESUME

JULY, 1979

NAME: Kevin Kingfield

CURRENT ADDRESS: 213 Stewart
White Bear Lake, Minnesota 55110
Telephone: (612) 429-4251

PERMANENT ADDRESS: 1313 Circle Drive
Sac City, Iowa 50583
Telephone: (712) 662-7224

DATE AND PLACE
OF BIRTH: February 3, 1948
Sac City, Iowa

HEALTH STATUS: Excellent

MARITAL STATUS: Single

LAST POSITION: Health Administration Consultant
Project HOPE
Cartagena, Colombia

EDUCATION:

 Secondary: Sac Community High School
 Sac City, Iowa
 1962-1966 - Diploma

 Undergraduate: Creighton University
 Omaha, Nebraska
 1966-1968; 1969-1979
 BA - Spanish

 Universidad de Madrid
 Madrid, Spain
 1968-1969

 Graduate: University of Iowa
 Iowa City, Iowa
 1974-1976
 MA - Hospital and Health Administration

EXPERIENCE: 1977-1979
Project Hope
2233 Wisconsin Avenue, N.W.
Washington, D.C. 20007
Consultant for State of Bolivar
Public Health Department
Cartagena, Colombia

Kevin Kingfield

1977

North Central Area Health Planning Association
811 No. First Ave. Rm. 27
Wausau, WI 54401
Associate Planner/Health Facilities

1975

Bellin Memorial Hospital
POB 1700
Green Bay, WI 54305
Administrative Resident

1970-1972

ACTION - Peace Corps
Washington D.C. 20525
Volunteer

MEMBERSHIPS:

American Hospital Association

APPOINTMENTS:

Teaching Assistant
Hospital and Health Administration
University of Iowa, 1975-1976

RESEARCH:

Masters Thesis - A Case Study of The
Muscatine Migrant Committee

LANGUAGES:

Speaking, Reading, Writing Fluency - Spanish

24 October 1979

Job Line
Box 1370
Woodbury
Minnesota 55055

Re: Opening for Executive Director

Enclosed is my resume for the above mentioned job opening. Please send me the exact exact job specifications as soon as possible.

I believe my bilingual (Spanish/English) and bicultural abilities are particularly suited to this job.

Thank you for your time and consideration. I look forward to talking with you.

Sincerely,

jacqueline stillwell
Jacqueline Stillwell

JACQUELINE STILLWELL

3629 Blaisdell Avenue, Minneapolis, Minnesota 55404

612/825-7605

ABILITIES:

Program Development / Community Organizing:

- Initiated and directed vocational training program for mentally handicapped youth; included follow-up program.
- Directed live-in group home (household tasks, activities, counseling).
- Administered sheltered workshop for mentally handicapped and psychologically disturbed.
- Developed curriculum and implemented program evaluation for handicapped and delinquents.
- Conducted training workshops for parents, teachers, therapists.
- Coordinated community meetings for the creation of a sheltered workshop; my proposal was adopted and implemented.
- Program consultant for special education schools.
- Planned and supervised First and Second Special Olympic Games, Guatemala; sent team to International Special Olympics.

Teaching / Counseling:

- Trained and supervised vocational therapists.
- Provided live-in role modeling and individual counseling for mentally handicapped adults.
- Instructed teachers and therapists in individual goal planning for learning disabled.
- Assessed personal needs and defined vocational goals for adolescents; formulated and applied individual goal plans.
- Taught basic life skills to mentally handicapped.
- Counseled parents and students on 1:1 basis and in small groups.
- Tutored delinquents in elementary school subjects.
- Taught English and Spanish language and communication skills.
- Taught social and cultural adjustment, photography, theatre, dance, sewing and knitting.

WORK HISTORY:

Coordinator, Vocational
Therapy Department

Instituto Neurológico de Guatemala 1976-79
(Neurological Institute), Guatemala

Assistant Houseparent/
Activity Aide

Threshold, Reading, Pennsylvania 1976

Counselor/ Activity Aide	Hogar Taller (Home Workshop), Villa Nueva, Guatemala	1974-75
Practice Teacher/ Therapist	Camphill Villages, Scotland, Sweden, Germany	1973
Workshop Director/ Houseparent	Vidaråsen Landsby (farm community), Vestfold, Norway	1973
Instructor	Skjeberg Folkehøgskole (Junior College), Østfold, Norway	1972-73

EDUCATION:

Vidaråsen Landsby, Vestfold, Norway; farm community for mentally handicapped.	1973, completed special education course.
Skjeberg Folkehøgskole, Østfold, Norway; junior college.	1973, received degree in drama, social science, and handcrafts.
Friends World College, Huntington, New York; a multidisciplinary, experiential, individualized study of basic human problems on global level. Thesis - <u>The Mentally Retarded Person in a Developing Country - Guatemala.</u>	1976, B.A., concentration in social science, language, psychology, political science, education, economics.

371 So Winthrop, #186
St Paul.
MN. 55119

10/22/79

JOB LINE.
Box 1730
WOODBURY. MN.

Dear Sir,

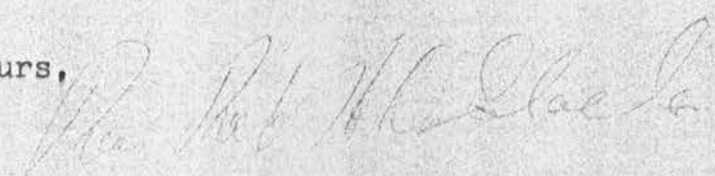
I wish to enquire with regards to the position of EXECUTIVE DIRESTOR with the Hispanic Social Service Agency.

I have lived and worked in Latin America for 12 years, working amongst Hispanic peoples in rural areas. My actual position was as a co-ordinator of medical clinics and other social service projects. I am also an ordained minister and was responsible for my own fund raising and the raising of funds for the projects under my control.

I would be interested in seeing a job description and would like to know if the salary of \$16,000 is closed.

I speak and write both Spanish and English fluently and would like any other information which you can offer me. I have references and certificates which will verify my character and past work experience.

Sincerely yours,


Rev ROB H.D. SLADE

POSITION APPLYING FOR:

EXECUTIVE DIRECTOR
CENTRO CULTURAL CHICANO

APPLICANT:

DONN J. VARGAS

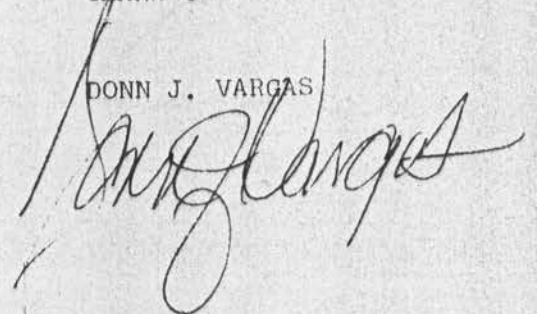
I AM APPLYING FOR THE POSITION OF EXECUTIVE DIRECTOR, ON A FULL TIME BASIS.

I BELIEVE THAT I AM QUALIFIED FOR THE POSITION BECAUSE I HAVE EXPERIENCE IN THE FIELD OF SOCIAL SERVICES, HAVING VOLUNTEERED AND WORKED IN THIS FIELD FOR THE PAST 10 YEARS, I BELIEVE THAT I HAVE ACCUMULATED IMPORTANT EXPERIENCE.

IF I AM CONSIDERED FOR THE POSITION OF EXECUTIVE DIRECTOR I WOULD BE MOST APPRECIATIVE.

THANK YOU

DONN J. VARGAS

A handwritten signature in dark ink, appearing to read "Donn J. Vargas", is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

NAME: DONN JAY VARGAS

374-2996

AGE: 29

RESIDENCE: 2112 5TH AVE. NO.
MINNEAPOLIS, MINNESOTA 55405
1972-1975

411 33RD AVE. NO.
MINNEAPOLIS, MINNESOTA 55412
1975-1976

411 NEWTON AVE. NO.
MINNEAPOLIS, MINNESOTA 55405
1976-1976

2119 EMERSON AVE. NO.
MINNEAPOLIS, MINNESOTA 55411
1977-

EDUCATION: ST. RAPHAELS GRADE SCHOOL
CRYSTAL, MINNESOTA 55428
GRADES 1-8 1956-1964

BENILDE HIGH SCHOOL
ST. LOUIS PARK, MINNESOTA
GRADES 9-12 1964-1968

UNIVERSITY OF MINNESOTA
MINNEAPOLIS, MINNESOTA
1972-
MAJOR-ANTHROPOLOGY
I NEED 45 CREDITS TO COMPLETE A
BACHLOR OF ARTS DEGREE

EMPLOYMENT: CONTROL DATA CORPORATION
7800 COMPUTER AVE. SO.
BLOOMINGTON, MINNESOTA
1968-1972

SHIPPER OF PERIPHERAL EQUIPMENT
DOMESTIC AND INTERNATIONAL

MINNEAPOLIS BOARD OF EDUCATION
807 BROADWAY NORTH EAST
MINNEAPOLIS, MINNESOTA
1973-1975

TEACHERS AIDE I
COMMUNITY RESOURCE PERSON, GATHERED INFORMATION
FOR A CHICANO STUDIES CLASS AT THE NORTH COM-
MUNITY HIGH SCHOOL FOR GRADES 11-12. ALSO,
LECTURED ON CURRENT AFFAIRS REGARDING THE
CHICANO MOVEMENT OF THE LATE SIXTIES AND EARLY
SEVENTIES. PROVIDED AUDIO-VISUAL MATERIAL AND
SCHEDULED FIELD TRIPS FOR THE CLASSES.

EMPLOYMENT CONT;

MINNEAPOLIS BOARD OF EDUCATION
SCHOOL AIDE I

1975-1976

JORDAN JR. HIGH SCHOOL
TUTORED STUDENTS GRADES 7-8

NORTHWESTERN BELL TELEPHONE
MINNEAPOLIS, MINNESOTA

1974-1976

BUILDING SERVICE ATTENDENT

NORTH SIDE SETTLEMENTS INC.
MINNEAPOLIS, MINNESOTA 55411

1977-1979

PROGRAM WORKER

CENTRO CULTURAL CHICANO
MINNEAPOLIS, MINNESOTA 55411

1979-

PROGRAM SUPERVISOR

ACTIVITIES:

MEMBER OF CHICANOS VENCERAN
COMMUNITY ORGANIZATION PROMOTING THE IN-
DIVIDUAL RIGHTS OF THE CHIC/LATINO POP-
ULATION OF MINNEAPOLIS.
MEMBER SINCE 1969

PRESIDENT OF CHICANOS VENCERAN
1975-1977

MEMBER OF CENTRO CULTURAL CHICANO
A NON-PROFIT SOCIAL SERVICE AGENCY PRO-
VIDING REFERRAL SERVICES, INDIVIDUAL ADVOCACY
AND COMMUNITY PROGRAMS. TO PROMOTE THE
WELL BEING OF THE CHIC/LATINO POPULATION
OF MINNEAPOLIS, MINNESOTA.
MEMBER SINCE 1973

BOARD OF DIRECTOR FOR CENTRO CULTURAL CHICANO
1977-1978

CHAIRPERSON FOR CENTRO CULTURAL CHICANO
1977-1978

BOARD OF DIRECTOR FOR THE MINNEAPOLIS
URBAN COALITION CHICANO CAUCUS
1976-1977

GIVE IMPUT TO DECISIONS MADE BY THE URBAN
COALITION WHICH WOULD EFFECT THE CHIC/LATINO
COMMUNITY.

ACTIVITIES CONT:

I ALONG WITH RICARDO NEVILLES MEET WITH DR. J. ARNDT OF THE MINNEAPOLIS SCHOOL BOARD IN 1975, THE PURPOSE WAS TO SET UP THE HISPANIC ADVISORY COMMITTEE TO THE MINNEAPOLIS BOARD OF EDUCATION. THIS COMMITTEE IS COMPRISED OF CHIC/LATINO PARENTS WHO HAVE CHILDREN IN THE MINNEAPOLIS PUBLIC SCHOOL SYSTEM.

MEMBER OF THE HISPANIC ADVISORY COMMITTEE TO THE MINNEAPOLIS SCHOOL BOARD OF EDUCATION.

1976-1977

CO-AUTHORED PROPOSEL TO THE METROPOLITAN COUNCIL, MINNESOTA BOARD ON AGING FOR CENTRO CULTURAL CHICANO SO THAT A PROGRAM FOR THE SPANISH SPEAKING SENIOR CITIZEN COULD BE PROVIDED IN THE HENNEPIN COUNTY AREA.

1977

MEMBER OF THE JORDAN PLANNING DISTRICT COMMUNITY ADVISORY COMMITTEE. ALTERNATE MEMBER ON THE CITY WIDE CITIZENS ADVISORY COMMITTEE.

1977

MADE RECOMENDATIONS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING, TO THE MINNEAPOLIS CITY COUNCIL.

CHAIRPERSON FOR THE URBAN COALITION CHICANO/LATINO CAUCUS

1978-1979

MEMBER OF MAYOR HOFSTEDE'S POLICE TASK FORCE. PURPOSE-THE SUBJECT OF DEPOLITICIZING THE MINNEAPOLIS POLICE DEPARTMENT.

1978-1979

MEMBER OF THE MINNEAPOLIS ARTS COMMISSION, VOUCHER COMMITTEE. TO REVIEW PROPOSALS FOR FUNDING COMMUNITY ARTS PROJECTS.

1979-1980

PERSONAL DATA:

HEALTH-EXCELLANT
MARRIED
3 CHILDREN

October 22, 1979

Job Line
Box 1370
Woodbury, Mn. 55055

Dear Sirs,

I am forwarding my resume and references in response to your advertisement in the Minneapolis newspaper for an executive director.

Sincerely,

Harley McKinnis
Harley McKinnis

RESUME

HARLEY MCKINNIS

Address: 701 Cayuga St., Storm Lake, Ia. 50588

Telephone: 712-732-5542

Birthdate: April 26, 1923

Height, Weight: 5 feet, 8 inches, 165 pounds

Marital Status: Married, four sons

EDUCATION

September 1947 - May 1951

University of Minnesota. Pre-ministerial major
consisting of four minors - History, Philosophy, Sociology,
Psychology.

September 1950 - May 1951

Northwestern Seminary. Theology

June 1966 - August 1966

University of Oklahoma. Linguistics

March 1967 - May 1967

Inter-American Cultural Institute. Spanish

July 1967 - September 1967

University of Americas. Spanish

June 1970 - August 1970

University of Washington. Linguistics

June 1976 - June 1977

St. Louis University. Management, Long-Term Care
Facilities, (Correspondence Course).

EMPLOYMENT RECORD

September 1951 - December 1960

Pilot, Delta Airlines, inc. Duties as pilot included travel over the eastern half of the United States, to Cuba, Jamaica, Haiti, Puerto Rico and Venezuela in South America.

May 1961 - May 1964

Owner/Operator Delta Services, inc., Minneapolis/St. Paul, Mn.

September 1964 - March 1966

Manager, Cedar Hills Golf & Ski Area, Eden Prairie, Mn.

September 1966 - May 1970

Purchasing Agent for the Summer Institute of Linguistics, Mexico City, Mexico.

September 1970 - May 1976

Literacy teacher for the Summer Institute of Linguistics in Mexico. Duties involved the study of indigenous peoples languages and the bilingual publication of folk tales and stories of historical importance in cooperation with the government of Mexico.

June 1976 - To Present

Administrator, Faith, Hope & Charity, inc., a non-profit corporation operating residences for profoundly retarded, physically handicapped children. Responsibilities include the supervision of all personnel, preparation and control of the annual budget, cooperation with local and state agencies in fund raising programs, and agency compliance with all state and federal licensing requirements.

OFFICES:
Spencer, Iowa
Storm Lake, Iowa

Getting and Potter

CERTIFIED PUBLIC ACCOUNTANTS

106 WEST RAILROAD, STORM LAKE, IOWA 50588
PHONE 712-732-1471

October 16, 1979

IN RE: LETTER OF RECOMMENDATION
HARLEY McKINNIS

TO WHOM IT MAY CONCERN:

As the accountant for Mr. McKinnis' former employer, Faith, Hope & Charity, and a member of the organization's Board of Directors, I became quite acquainted with Mr. McKinnis. During that period, I found Harley to be a very energetic type individual who gave a 100% effort on everything. He was very knowledgeable of operating such a care facility and always conducted himself in a business-like manner. The most impressive quality which I noted was Harley's unlimited concern for the children residing at Faith, Hope & Charity.

In closing, I feel that Mr. McKinnis would be the type of employee whom an employer would be proud to have on his staff.

Sincerely yours,

GETTING & POTTER

James R. Potter

James R. Potter, CPA

JRP:pjm

Frank C. Powers
24 Peterson Drive
Storm Lake, Iowa 50588

October 18, 1979

TO WHOM IT MAY CONCERN:

The identification and delineation of the attributes of character and competence via letters of recommendation is indeed a most difficult task. If one says either too little or too much, the effectiveness of the letter is diminished and the person recommended is not fairly presented.

In the case of Harley McKinnis, it would be almost impossible to say "too many" praise-worthy things and any who would fail to praise him would not have had the privilege of working with this truly good man and observing firsthand his dedication and loyalty to those children whose very lives were in his hands.

Mr. McKinnis accepted the responsibility for the administration of the Faith, Hope, Charity Home for profoundly handicapped children at a time when the management of the home was in shambles. Previous administrators had virtually destroyed the confidence of the State and County officers with whom we worked and our fortunes at the home were at a low ebb. Our present success is due almost entirely to his untiring efforts to correct that situation.

His kind, but firm no nonsense management policies have earned him the respect of the directors of the home, the employees he directed, the public officials with whom he worked and the entire community. He brought order out of chaos and placed the home on a sound financial base. His selection of employees has been outstanding. His relations with the State and County agencies was excellent. He was and is a Christian gentleman and conducts himself as such at all times.

It was with a great sense of loss and regret that I, one of the original board members, voted to accept his resignation; though in all fairness, must admit he has earned the right to get out from under the intense pressures of his position. Because of the conditions existent at the time he accepted the responsibility of management, Harley was "on duty" twenty-four hours a day, seven days per week, for over three years. The remuneration was never commensurate with his efforts to save the home or his love and care for the children. There was a job to do and he did it well and in so doing earned my everlasting respect and gratitude.

It is my privilege and pleasure to recommend Mr. McKinnis, citing his integrity, dedication to duty, loyalty and administrative ability. He is most worthy of consideration.

Sincerely,



Frank C. Powers
Director, Faith, Hope, Charity

October 23, 1979

Dear Sir,

I noticed your ad in Sunday's St. Paul Dispatch for an Executive Director. My qualifications are not such that I could fill that position. But I have enclosed my resume for consideration for any other current or future openings with your agency. I have extensive background in the Spanish language and culture and would welcome the opportunity to sit down with you and discuss how I can be of service with your agency. I am willing to work parttime also.

I'll be looking forward to hearing from you either by mail or at 735-6278.

Sincerely,
Jessie Lee Nicholson

Jessie R. Nicholson
371 Pond Court
Maplewood, Minn. 55119
(612) 735-6278

EMPLOYMENT OBJECTIVE

Human service position with administrative potential.

EDUCATIONAL BACKGROUND

- 1977: University of Iowa College of Law
Iowa City, Iowa Fall semester 1977
- 1975: Received Master of Arts Degree, University of Northern Iowa, Cedar
Spanish major, emphasis in bilingual education
- 1975: Researched the area of psycholinguistics, University of Northern I
Fall 1975, Spring 1976
- 1974: Received Bachelor of Arts Degree, University of Northern Iowa
Sociology major, Spanish minor
- 1973: Recipient of Rayburn-Webster Scholarship for minority women
- 1970: Rochester State Junior College
Rochester, Minn. Journalism major

PROFESSIONAL EXPERIENCE

Instructor of Human Relations
Hawkeye Institute of Technology
Waterloo, Iowa 1976-1977

- a) Taught job-hunting skills to students ready to graduate
- b) Taught students how to relate effectively on their jobs
- c) Class emphasis was on employer-employee relations with some attention to peer group and family relationships.
- d) Depending on student area of specialty, classes lasted from four to twelve weeks.
- e) Groups worked with included: interior design students, fashion/textiles students, photography students, auto mechanic students, heating and air conditioning students, etc.

Temporary Instructor of Spanish
Department of Modern Language
University of Northern Iowa 1975-1976

- a) Taught five classes daily of beginning level Spanish
- b) Responsible for training teacher aids that worked with me in my classes (two per class).
- c) Acted as an academic advisor for some 90 students
- d) Attended weekly sessions on the use of the bilingual methodology in teaching Spanish classes.
- e) Participated in seminars on bilingual education
- f) Attended monthly meetings of the Dept. of Modern Language.

Graduate Assistant
Department of Modern Language
University of Northern Iowa 1974-1975

- a) Taught two classes daily of beginning level Spanish.
- b) Attended weekly sessions on the use of the bilingual methodology in teaching Spanish classes.

Counselor/Recruiter for
Hawkeye Valley Area Agency on Aging
Black Hawk County, Iowa 1973-1974

- a) Went to the homes of elderly persons in the area to talk to them about doing volunteer work with other elderly persons.
- b) Arranged for locations such as hospitals, libraries, etc., for the elderly to volunteer their services.
- c) Arranged for weekly sessions with each person to check their progress at their particular job site. Also made weekly calls on the location where persons volunteered to check with their supervisor on progress.
- d) Arranged monthly social gatherings for the group of senior citizens that I was in charge of.
- e) Made weekly reports to my supervisors concerning each of my volunteers and the place they volunteered at.

Other Jobs Held

- 1978- American National Insurance Co., 1163 Payne Ave., St. Paul
Sold life insurance and collected life insurance premiums.
- 1971- Waterloo Daily Courier, Waterloo, Iowa
Wrote wedding and engagement announcements, feature articles
- 1971-1973 parttime during college years.
- 1970- Rochester State Hospital, Rochester, Minn.
Ward Clerk on the surgical unit.

334 Quincy St., Waterloo, Iowa
HIGH SCHOOL GRADUATE June 1970 East H S, Waterloo, Iowa

483-58-7184

9-13-71

7-2-52

Waterloo, Iowa

126

UNDERGRADUATE CURRICULUM

MAJOR Sociology (9-13-71)

MINOR Spanish (11-20-73)

H. S. UNITS

MATH 2

Span 3

PARENT

Ezell Hodge, Sr., 334 Quincy St., Waterloo, Iowa

GRADUATE Adm, 6-6-74

TOTAL 16

H. S. RANK

17/501

Admission to Candidacy for Master's Degree, Major: Span
1-13-75

SUBJECT CODE NUMBERS		COURSE TITLE	SUBJ CODE	COURSE CODE	SEM. HRS.	GRADE	COURSE TITLE	SUBJ CODE	COURSE CODE	SEM. HRS.	GRADE
00 Honors	58 Music Theory	Advanced Standing from Rochester State Jr Coll,					SPRING 72 SOPHOMORE 126885				
12 Accounting	59 Music Literature	Rochester, Minn (Yr 1970-71)					HON SEM CLTR OF GHETTO	00	192		
13 Marketing	60 Art	UNI Equivalent Rochester State Jr Coll					HON SEM EXP GHETTO LIFE	00	192		
14 Secretarial	62 English	15:10 Intro to Business			2.6	B	INTRO INC EDUCA & TECH	33	5		
15 Gen. Business	63 Linguistics	37:15 Health Education			2	C	BEG VLLYBL	39	2		
17 Business Educ.	64 Religious Lit.	62:21,22 Freshman English			8	BAA	PHYSIOLOGICAL PSYCH	40	51		
20 Educ. Psychology	65 Philosophy	66:32 Intro to Mass Comm			2	C	SENSORY PROCESSES	40	52		
21 Ed. & Jr. High	66 Journalism	66:40 Beginning Reporting			2	A	THE BIOL SCIENCES I	82	22		
22 Rec. & Spec. Educ.	68 Humanities	66:None Mass Comm Law			1.2	A	ECONOMICS GENERAL ED	92	24		
24 Educational Media	70 For. Languages	66:None Prin of Advertising			2	A	61 2.97 30 89		3.13	17	
25 Ed. Found'ns & Test'g	72 French	90:25 Human Geography			3.2	B					
27 Educ. Administrat'n	74 German	94:14,131 Amer Govt & Politics			4	A					
28 Teaching	76 Latin	98:58 Man in Society			2	B					
29 Guid. & Counsel'g	77 Russian	98:105 Marriage & Family			2	B					
30 Safety Education	78 Spanish						FALL 1972 SOPHOMORE 126885				
31 Home Economics	80 Mathematics						LANGUAGE AND COGNITION UGE	40	51		
33 Industrial Arts	82 Science						INTRO TO SOC WELFARE UGE	45	181		
35 Library Science	84 Biology						ELEMENTARY SPANISH I	72	1		
37 Physical Educat'n	86 Chemistry						THE BLACK IN AMER HIST UGE	90	122		
38 Phys. Ed., Men	87 Earth Science						URBAN SOCIOLOGY	98	110		
39 Phys. Ed., Women	88 Physics						SOCIAL MOVEMENTS	98	156		
40 Psychology	90 Social Science						79 3.05 41 125		7	3.27	11
45 Social Work	92 Economics						TOTAL SESSION LOAD			18	
50 Speech	94 Political Science										
51 Speech Pathology	96 History										
52 Music	97 Geography										
54 Music, Applied	98 Sociology										
57 Music Methods	99 Anthropology										
ONE SEMESTER HOUR REPRESENTS THE EQUIVALENT OF ONE PREPARED RECITATION A WEEK FOR 16-18 WEEKS.											
HIGHEST GRADE POINTS PER HR.											
SCHOLARSHIP MARKS											
GRADE POINTS PER HR.											
X Credit by exam; P Passed; UGE Ungraded Enrollment; Following give no credit: U Unfinished; W Withdrawn; For (+) add .3 grade points, and for (-) subtract .3 grade points.											
MEMORANDA											
IN GOOD STANDING UNLESS OTHERWISE SPECIFIED											
UNIVERSITY OF NORTHERN IOWA											
CEDAR FALLS, IOWA 50613											
EARNED HOURS											
INDEX											
LOAD											
GD. PTS.											
HRS. F. HRS. U											
UGE											
CUMULATIVE TOTALS											
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CUMULATIVE TOTALS											
EARNED HOURS											
INDEX											
LOAD											
GD. PTS.											
HRS. F. HRS. U											
UGE											
CUMULATIVE TOTALS											

Record continued on reverse side

Nicholson, Mrs. Jessie Hodge
(Hodge, Jessie Ree)

483-58-7184

126885

MEMORANDA

COURSE TITLE	SUBJ. CODE	COURSE CODE	SEM. HRS.	GRADE	COURSE TITLE	SUBJ. CODE	COURSE CODE	SEM. HRS.	GRADE
FALL 1973 SENIOR 126885					SPRING 75 GRADUATE 126885				
SOCIAL STATISTICS	98	159	3	B	CERVANTES	78	231	3	A
RESEARCH METHODS IN SOC	98	161	3	B	CUBAN PUERTO RICAN LIT	78	286	3	B
DEVELOP MCD SOC THEOR	98	170	3	B	PSYCHOLINGUISTICS	78	296	3	A
ANTHROPOLOGY SOUTH ASIA	99	174	3	B	RESEARCH	78	299	2	A
108 3.03 70 212 7		3.00	12	36	31 3.55 31 110		3.73	11	41
SPRING 74 SENIOR 126885					M.A. Degree, 5-17-75				
INTERMEDIATE COMP	78	51	2	A					
INTERMEDIATE CONVER	78	61	3	A					
SPANISH-PRE-PRACTICUM	78	86	3	A					
STYLISTICS	78	105	3	A					
SOC OF MENTAL ILLNESS	98	121	3	A	SPRING 76 GRADUATE 126885				
MEDICAL SOCIOLOGY	98	159	3	B+	RESEARCH	78	299	3	A
125 3.20 87 278 7		3.88	17	66	34 3.59 34 122		4.00	3	12
B.A. Degree, 5-25-74 LA									
SUMMER 74 GRADUATE 126885									
ADVANCED COMPOSITION G	78	101	2	A					
CONVERSATION III G	78	103	4	A					
SPANISH ORAL TRANSLATN G	78	133	2	B					
8 3.75 8 30		3.75	8	30					
FALL 74 GRADUATE 126885									
SPANISH CIVILIZATION G	78	123	3	B					
ORAL TRANSLATION	78	220	3	B					
STUDIES IN BILINGUALISM	78	286	3	A					
INDIVIDUAL READINGS	99	285	3	B					
20 3.45 20 69		3.25	12	39					
Comprehensive Examination Passed, 5-5-75									
Research Paper Completed									

M. J. H. Hodge
REGISTER

SEP 2 1976

1915 West 49th Street
Minneapolis, Minnesota 55409
October 22, 1979

Job Line
Box 1370
Woodbury, Minnesota 55055

Gentlemen:

I am interested in applying for the director position of the Hispanic Social Service Agency which is to start in the Twin Cities area in December.

As you can see from the enclosed resume, I am a native of Cuba and have been a Spanish teacher for the past ten years. Currently, I am on a career leave and do not plan to return to teaching at the end of my leave, but I am very much interested in finding a position which enables me to use my native language. As a teacher, I have developed strong organizational, leadership and public relation skills which combined with my knowledge of the Spanish language and culture would enable me to perform well in a position with the agency.

In closing, I would like to be considered for the director position or some other position with the agency to which my skills are well suited. I am available for a personal interview at your convenience. My telephone number is 927-9678. I would also like to request further information about the agency.

Sincerely,

Concepción C. Morgan

Concepción C. Morgan

RESUME OF CONCEPCION DE LA CARIDAD DIAZ MORGAN
1915 West 49th Street
Minneapolis, Minnesota 55409

PERSONAL DATA

Date of birth: June 3, 1946
Place of birth: Matanzas, Cuba
Marital status: married, husband is Thomas Gates Morgan

EDUCATION

Undergraduate: University of Nebraska, Lincoln, Nebraska
Degree--B.S. in Education
Date--May 1969
Major--Spanish
Minors--French, History

Secondary: Aquinas High School, David City, Nebraska
Date of graduation--May 1965

PROFESSIONAL CERTIFICATION

Minnesota: Spanish, French, History
Nebraska: Spanish, French

TEACHING EXPERIENCE

1968-69: University of Nebraska, Lincoln, Nebraska
Extension Division (correspondence)
Spanish I, II, III and IV

1969-70: Lincoln Public Schools, Lincoln, Nebraska
Millard Lefler Junior High School
Spanish I, French I

1970-71

and

1971-72: Wayne-Westland Community Schools, Westland, Michigan
John Glenn High School
Spanish I and II, American History

1972-73: Westside Community Schools, Omaha, Nebraska
Westside High School
Spanish III and IV

1973-74,

1974-75

and

1975-76: The Baldwin School of New York City
Spanish I, II, III, IV and V

1976-77,

1977-78

and

1978-79*: Independent School District No. 271, Bloomington, Minnesota
John F. Kennedy High School
Spanish I, II, III and IV

Extra Curricular Activities--

Advisor to Foreign Language Club

Advisor to AFS Club (American Field Service)

LANGUAGES SPOKEN

English

Spanish

French

FOREIGN TRAVEL

Western Europe--England, France, Spain, Italy, Switzerland,
Germany and Austria (1972, 1977)

INTERESTS

Ballet, music, travel

REFERENCES

Credentials, including confidential evaluations prepared by each of the schools at which I have taught, on file at the University of Nebraska Teacher Placement Office, Lincoln, Nebraska. Academic transcript available upon request.

*Presently on Career Development Leave