

**AFSCME Career Development Program Records**

24 linear feet (24 SB)

1966-1975

Walter P. Reuther Library, Wayne State University, Detroit, MI

Finding aid written by Johanna Russ on March 29, 2013.

**Accession Number:** LR002369

**Creator:** AFSCME Career Development Program

**Acquisition:** The records of the AFSCME Career Development Program were deposited at the Reuther Library by the Program Development Department in 1976 and by the Public Policy Analysis Department in 1978. These two departments no longer exist, but the Reuther Library continues to serve as the official repository for other AFSCME departmental records.

**Language:** Material entirely in English.

**Access:** Collection is open for research.

**Use:** Refer to the Walter P. Reuther Library *Rules for Use of Archival Materials*.

**Notes:** Citation style: "AFSCME Career Development Program Records, Box [#], Folder [#], Archives of Labor and Urban Affairs, Wayne State University"

**Related Material:** Other activities of the AFSCME Program Development Department, including information on the Career Development Program, are covered in the AFSCME Program Development Department Records, Parts 1 and 2. Other activities of the AFSCME Public Policy Analysis Department are detailed in the AFSCME Public Policy Analysis Department Records. Information on the Career Development Program can also be found in the AFSCME Office of the President: Jerry Wurf Records, in the AFSCME Office of the Secretary-Treasurer: Gordon Chapman/Joseph Ames Records, and in the AFSCME Office of the Secretary-Treasurer: William Lucy Records.

## History

Seeing success in a program run by AFSCME District Council 37 in New York City that upgraded Nursing Aides to Licensed Practical Nurses, the International union wished to bring career development training to its members who were hospital employees. As such, in 1967, AFSCME briefly created a Manpower Training Office whose coordinator began investigating how to develop hospital career development training programs. By 1969, AFSCME had created a Career Development Program headed by Betty Miller.

In 1969, AFSCME was awarded a grant from the Department of Labor and the Department of Health, Education, and Welfare (HEW) to work with hospitals in Boston, Cleveland, and Maryland. The project had two phases: first to design career ladders laying out steps different job classifications could take for greater job responsibility and to create curricula to train these workers; and second to implement the training plan and educate the employees. The design of the career ladders and curricula was sub-contracted out to the Economic Manpower Corporation. The programs were run jointly by the hospitals and AFSCME, and supervisors were also required to take courses. The programs taught healthcare-specific skills as well as general education skills, allowing employees to work toward both promotions on the job and high school equivalency. A crucial aspect of the program was that these courses took place during working hours, and employees continued to collect their wages.

In 1971, AFSCME received a second grant to take the Hospital Career Development Program (HCDP) to three new cities, Memphis, Detroit, and St. Paul. At this point, language guaranteeing funding for continuing career development began to enter negotiated contracts. In 1973, AFSCME received its third grant, which brought HCDP to three more cities, Houston, Milwaukee, and the District of Columbia. Also in 1973, the short-lived AFSCME Program Development Department was created. This Department worked on a number of topics, including the HCDP.

While AFSCME primarily focused on hospital employees, they helped with projects in other fields as well. In Memphis, they worked with city-employed mechanics. In Massachusetts and Minnesota, they worked with corrections employees. In Washington, DC, they assisted with career development for sanitation workers. And in Maryland, AFSCME helped with Project SERVE, which prepared welfare recipients for positions in the social work field.

In 1975, the AFSCME Program Development Department dissolved due to lack of funding. Its responsibilities were dispersed to other departments, including the Public Policy Analysis Department (created in 1976) and the Research and Collective Bargaining Department. The Research Department became responsible for the career development aspect of Program Development. In April 1979, Career Development, Inc. was created as a separate entity to receive federal grants, and through 1982 administered grants in health and safety, as well as career development. The Reagan administration did not renew funding.

Career Development, Inc. remained inactive for several years until the mid-1990s when it applied for and received grants from the Occupational Safety and Health Administration (OSHA). In the late 1990s, Career Development, Inc. changed its name to the AFSCME Training and Education Institute (ATEI). Administration of the ATEI records continues to be handled by the Research Department.

**Scope and Content:**

This collection documents the planning, execution, and evaluation of the AFSCME Career Development Program, 1966-1975, which primarily involved the Hospital Career Development Program (HCDP). HCDP developed and implemented career ladders and training curricula for hospital employees. The records are comprised of correspondence, reports, meeting minutes, curricula, job descriptions, organizational charts, contracts, press releases, news clippings, lesson plans, course schedules, graduation invitations and announcements, recruitment material, newsletters, and a small number of photographs.

**Important Subjects:**

Career Development  
Hospitals—Employees  
Occupational training  
United States. Dept. of Health, Education, and Welfare  
United States. Dept. of Labor

**Important Names:**

Miller, Betty  
Lucy, William  
Wurf, Jerry, 1919-

**Series 1: General Files, 1969-1975**

**Series 2: Reports and Meeting Minutes, 1967-1975**

**Series 3: Correspondence, 1967-1975**

**Series 4: Publicity, 1967-1974**

**Series 5: Contract Proposals and Contracts, 1968-1974**

Series 5 contains information related to contracts between AFSCME and various governmental funding agencies such as the Department of Health, Education, and Welfare (HEW) and the Department of Labor, to conduct career development training for its members.

**Series 6: Job Descriptions and Career Ladders**

**Series 7: Curricula, 1967-1974**

**Series 8:      Alphabetical Files, 1966-1975**

Series 8 contains files related to organizations, healthcare, laws, and governmental funding agencies related to the AFSCME Career Development Program.

**Series 9:      Boston, 1968-1972**

**Series 10:     Cleveland, 1969-1974**

**Series 11:     Detroit, 1970-1974**

**Series 12:     District of Columbia, 1968-1974**

**Series 13:     Houston, 1973-1975**

**Series 14:     Maryland, 1970-1975**

**Series 15:     Memphis, 1971-1975**

**Series 16:     Milwaukee, 1967-1975**

**Series 17:     New York, 1966-1974**

**Series 18:     St. Paul, 1971-1973**

**Series 19:     Photographs**

## **Arrangement**

Arranged in 19 series – Series 1 (Box 1), Series 2 (Box 1-2), Series 3 (Box 2-3), Series 4 (Box 3), Series 5 (Box 3-4), Series 6 (Box 4), Series 7 (Box 4-5), Series 8 (Box 5-9), Series 9 (Box 9-10), Series 10 (Box 10-12), Series 11 (Box 12-15), Series 12 (Box 15), Series 13 (Box 16-17), Series 14 (Box 17-18), Series 15 (Box 18-20), Series 16 (Box 20-21), Series 17 (Box 22), Series 18 (Box 22-24), and Series 19 (Box 24). Folders in most series are arranged roughly chronologically, except in Series 8 where they are arranged alphabetically.

## **Series 1 – General Files, 1969-1975**

### **Box 1**

- 1 Miscellaneous Hospital Training Program Information for Boston, Cleveland, Wisconsin, 1969
- 2 Career Development, 1969-1972
- 3 Hospital Career Development Program, 1971
- 4 Hospital Career Development
- 5 AFSCME Career Development Program, 1971
- 6 Training Plan - Hospital Career Development Program (HCDP), 1971
- 7 Hospital Career Development Program - second grant, 1971-1972
- 8 Calendar - Career Development, 1972
- 9 Career Development General Files, 1974 (1 of 2)
- 10 Career Development General Files, 1974 (2 of 2)
- 11 Program Development Preparations, 1974 December-1975 May
- 12 Career Development Continuation general files, 1974-1975

## **Series 2 – Reports and Meeting Minutes, 1967-1975**

### **Box 1**

- 13 Career Development Program Reports to International Executive Board, 1967-1969
- 14 Weekly Reports: AFSCME to Economic & Manpower Corporation (EMC) to Center Managers (CM's), 1969 February-August
- 15 Reports to Center Managers, 1969 April-October
- 16 Hospital Career Development Program Summary Evaluation, 1970 September 30
- 17 AFSCME Career Development Program and D.C. Department of Human Resources Final Report
- 18 Hospital Career Development Final Report, 1970 December 18
- 19 Minutes, Center Managers, 1970-1974
- 20 Reports, Trips, 1971-1974
- 21 Reports, 1971-1974
- 22 Minutes, Technical Staff Meetings, 1972
- 23 Minutes from staff meetings, 1972-1974
- 24 Staff Training Session Reports, 1973
- 25 Staff meetings, 1973 August-1974 March
- 26 Center Managers Meeting, 1974 March
- 27 Hospital Career Development Final Report, 1974
- 28 Anita Cohen Weekly Reports, 1974
- 29 Barbara Brunton Weekly Reports, 1974

- 30 Peggy Combs Weekly Reports, 1973 August-1974 June
- 31 Peggy Combs Weekly Reports, 1974 July-December
- 32 Staff Meeting Minutes, 1975
- 33 Anita Cohen and Peggy Combs Weekly Reports, 1975
- 34 Progress Report 1, 1971 July 1-September 1
- 35 Progress Report 2, 1971 September
- 36 Progress Report 3, 1971 October
- 37 Progress Report 4, 1971 November
- 38 Progress Report 5, 1971 December
- 39 Progress Report 6, 1972 January
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- 3 Progress Report 16, 1972 November
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- 9 Progress Report 21, 1973 May
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- 12 Progress Report 1 - New Contract, 1973 August
- 13 Progress Report 2, 1973 September
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- 26 Progress Report 16, 1974 November
- 27 Progress Report 18, 1975 January

- 28 Progress Report 19, 1975 February
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- 30 Progress Report 21, 1975 April

**Series 3 – Correspondence, 1967-1975**

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- 31 Career Development Correspondence, 1967-1969
- 32 Correspondence - Union, 1967; 1969
- 33 Letters, 1969
- 34 Career Development personal correspondence - Linda Tarr, 1971
- 35 Memos from Washington, 1971-1972
- 36 Memos inter-office, 1971-1974
- 37 Memos, John Hein, 1972-1974
- 38 Memos, Jerry Wurf, 1972-1974
- 39 General Correspondence file, 1973-1974
- 40 Miscellaneous Correspondence file, 1973-1974
- 41 Correspondence, Robert J. Chacon, 1974
- 42 Chronological Correspondence file, 1968
- 43 Chronological Correspondence file, 1968 September-1969 January
- 44 Chronological Correspondence file, 1969 February
- 45 Chronological Correspondence file, 1969 March
- 46 Chronological Correspondence file, 1969 April
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- 67 Chronological Reading Correspondence file, 1971 August-1972 February
- 68 Chronological Reading Correspondence file, 1972 March-July

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- 1 Chronological Correspondence file, 1972 August-November
- 2 Chronological Correspondence, file, 1972 December-1973 April
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- 6 Chronological Correspondence file, 1975 January-May

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- 7 Speeches and Presentations, 1967-1973
- 8 Speech and Presentation
- 9 General Press Clips: magazine articles, 1968-1969
- 10 Press Clips - HCDP (Hospital Career Development Program), 1968-1969
- 11 Press Clips - HCDP (Hospital Career Development Program), 1969-1971
- 12 Press Clips - HCDP (Hospital Career Development Program), 1968-1971
- 13 Press Clips - HCDP (Hospital Career Development Program), 1969
- 14 Press Clippings, 1969 (1 of 2)
- 15 Press Clippings, 1969 (2 of 2)
- 16 Press Clippings - general, 1970-1972
- 17 Promotional Material , 1969-1970
- 18 Press Releases, 1969-1970
- 19 Press Releases, 1970-1971
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- 21 Basic Fact Sheets
- 22 HCDP (Hospital Career Development Program) Fact Sheets, 1972
- 23 Sample Promotional Material, 1967-1968; undated
- 24 Public Relations, 1969
- 25 Publicity, 1969-1972; undated
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- 27 News Media File, 1972; 1974
- 28 Credit Union Form

**Series 5 – Contract Proposals and Contracts, 1968-1974****Box 3**

- 29 Economic and Manpower Corporation Proposal, 1968

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- 1 Hospital Career Development Program Proposal, 1968 December 3
- 2 Proposal: Correspondence, 1970
- 3 A Public Service Careers Program for the Research Institutes of the University of California, 1970
- 4 Prison Proposals, 1972-1973
- 5 HEW (Health, Education, and Welfare) / Department of Labor Proposal, 1973
- 6 Proposals - Career Development, 1973-1974
- 7 Contract Proposals, 1973-1974



- 8 Contracts and Sub Contracts, 1968-1970
- 9 Contract Chronology, 1969
- 10 Contracts with Hospitals, 1969-1970
- 11 Negotiated Training Contracts, 1970
- 12 Hospital Sub Contracts, 1971
- 13 Career Development Contracts, 1971-1972
- 14 Department of Health, Education, and Welfare (HEW) Contracts, 1971-1972
- 15 Current Department of Labor Contract, 1973
- 16 Miscellaneous Contracts, 1973-1974
- 17 Career Development Modifications, 1973-1974
- 18 EMC Incentive Fee, 1970
- 19 Invoices - College Milwaukee ATC, 1974
- 20 Suggested Names for Contract, 1969-1972
- 21 Contract Language, 1974
- 22 Suggested Contract Language

**Series 6 – Job Descriptions and Career Ladders**

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- 23 Job Description / Job Analysis
- 24 Career Development Job Description File
- 25 Career Development Job Descriptions
- 26 Career Ladders
- 27 Career Ladders: General
- 28 Proposed Career Ladders for Infirmary
- 29 Mental Health Center South Division Proposed Career Ladders
- 30 Mental Health Center North Division Proposed Career Ladders

**Series 7 – Curricula, 1967-1974**

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- 31 Training Instructors, 1967
- 32 Curriculum, 1968-1969
- 33 Curriculum Basic Education, 1969
- 34 Curriculum
- 35 Curriculum working copies
- 36 Health Curriculum - General, 1972
- 37 Lesson Plans, 1973 (1 of 2)
- 38 Lesson Plans, 1973 (2 of 2)

**Box 5**

- 1 Career Development Curriculum, 1974
- 2 Training - 5 Day Orientation
- 3 Humanic Design Corporation Instructor's Training and Orientation Manual, 1972  
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- 4 AFSCME Career Development Program Trainee Guide
- 5 Teaching Techniques
- 6 Career Ladder Aseptisist Curriculum

- 7 Career Ladder Diet Assistant Curriculum
- 8 Career Ladder General Education Curriculum
- 9 Career Ladder Geriatric Assistant Curriculum
- 10 The Basic Education Program High School Equivalency Preparation
- 11 Career Ladder Hospital Attendant Curriculum
- 12 Trainee's Guide to Hospital Maintenance Worker
- 13 Career Ladder Nursing Assistant Curriculum
- 14 Career Ladder Nursing Assistant 2 Curriculum
- 15 Career Ladder Senior Nursing Assistant Curriculum
- 16 Nursing In-Service Manual
- 17 Nursing Services (drafts)
- 18 Orientation Lesson Plan
- 19 Career Ladder Program Assistant Curriculum
- 20 Trainee's Guide to Psychiatric Aide II Mental Retardation Hospitals
- 21 Instructor's Guide to Psychiatric Aide II Mental Retardation Hospitals
- 22 Career Ladder Psychiatric Assistant Curriculum
- 23 Supervisory Orientation and Awareness
- 24 Unit Clerk
- 25 Unit Dose Drug Distribution Clerical

**Series 8 – Alphabetical Files, 1966-1975**

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- 27 Accreditation and Licensing, 1971-1972
- 28 Alabama, 1971
- 29 American Dietetic Association, 1970
- 30 American Hospital Association, 1970-1971
- 31 American Nursing Association
- 32 American Public Welfare Association, 1970
- 33 American Society for Public Administration, 1974
- 34 Appalachia on-the-job Training
- 35 Appalachian Proposal
- 36 Apprenticeship, 1969-1972
- 37 Atlanta, GA, 1970-1971
- 38 California, 1967-1969
- 39 California Career Development, 1971-1972
- 40 California, Sacramento Council 96, 1971-1974
- 41 Canal Zone Local 907, 1972
- 42 Career Development Highways, 1974-1975
- 43 Checklists Projects, 1969-1973

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- 1 Chicago University Hospital, 1969-1970
- 2 Chicago University Hospital, 1971-1972
- 3 Civil Service, 1969-1973
- 4 Clerical Employees Conference (1975: Illinois)

- 5 Coalition of Labor Union Women (CLUW), 1972-1974
- 6 Committee on Aging publications list
- 7 Community Health Service, 1970
- 8 Conferences: EMC (Economic Manpower Corporation) and AFSCME
- 9 Conferences and Meetings with EMC (Economic Manpower Corporation) on  
Career Development Program
- 10 Cooperative Area Manpower Planning System (CAMPS)
- 11 Corrections, 1971-1972
- 12 Correctional, 1971-1973
- 13 Day Care, 1970-1974
- 14 Delaware Council 81 Hospital Career Development, 1971-1972
- 15 Deliverable Items (Forms)
- 16 Department of Labor / AFSCME
- 17 DOL (Department of Labor) - HEW (Health, Education and Welfare): Letters,  
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- 18 Drafts & Announcements File
- 19 Duke University, NC, 1975
- 20 Economic Manpower Corporation, 1969
- 21 Economic Manpower Corporation, 1969-1970 August
- 22 Economic Manpower Corporation Basic Education, 1970
- 23 Economic Manpower Corporation, 1970 September-1971 March
- 24 Economic Manpower Corporation, 1972 October
- 25 Education File
- 26 Equivalency, 1970-1972
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- 28 Jacksonville, FL, 1971-1972
- 29 Private Foundations and Federal Programs Offering Financial Support (1 of 2)
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- 32 Freeman, Cole Associates, Inc.
- 33 Funding Sources
- 34 Funding Sources, 1970-1972

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- 1 Future Projects
- 2 Geriatric Nursing
- 3 Graduation Information, 1972-1974
- 4 Greenleigh, 1968
- 5 A Handbook for Upgrading Low Skill Workers - Humanic Designs Corporation
- 6 Harbridge House Incorporated, 1966-1968
- 7 Hawaii, 1970-1971
- 8 Hawaii Local L52, 1971-1972
- 9 Health Care for the Poor, 1968-1969
- 10 Health, Education, and Welfare (HEW) Adult Education, 1967-1969
- 11 Health, Education, and Welfare (HEW), 1969
- 12 Health, Education, and Welfare (HEW), 1970-1971

- 13 Health Information, 1973
- 14 Hospital Career Development, 1970
- 15 Hospital and Health Information, 1970-1971
- 16 Hospital Information - General, 1971-1972
- 17 Housing and Urban Development Department, 1969
- 18 Human Resources Development Institute
- 19 Human Resources Development Institute, 1971-1972
- 20 Humanic Designs Conference - Betty Miller presentation, 1970 October
- 21 Humanic Designs Corporation, 1971 March-December
- 22 Humanic Designs Institute, 1972
- 23 Humanic Designs Corporation, 1972 January
- 24 Humanic Designs Corporation Technical Information, 1972 January-September
- 25 Humanic Designs Corporation Technical Information, 1972 October
- 26 Illinois Council 34, 1969-1970
- 27 Indiana, 1969-1974
- 28 Inquiries - Individual, 1969-1975
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- 31 Invitations, 1972-1974
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- 2 Labor Studies Center, 1973
- 3 Legislation, 1967-1969
- 4 Legislation, 1971
- 5 Legislation, 1972
- 6 Licensing and Civil Service, 1968-1969
- 7 Licensed Practical Nurse Training, 1968-1971
- 8 Licensed Psychiatric Technicians, 1969-1970
- 9 Maine Council 74, 1969-1973
- 10 Management Control - PERT, 1969
- 11 Manpower Assistance Project, Inc., 1970
- 12 Manpower General Statistics, 1967-1969
- 13 Manpower Information - BNA, 1969
- 14 Manpower Information, 1969-1971
- 15 Manpower Information, 1971-1973
- 16 Meetings and Conferences, 1970
- 17 Mental Retardation, D.C., 1972
- 18 Mental Health Worker, 1971-1972
- 19 National Civil Service League, 1972-1973
- 20 National Commission on Manpower Policy, 1974
- 21 National Committee for Careers in the Medical Laboratory, 1971-1973
- 22 National Education Association, 1971
- 23 National Federation of Licensed Practical Nurses, 1970

- 24 National Institute Mental Health, 1972
- 25 National League for Nursing, 1970; undated
- 26 New Careers - Albuquerque, 1970-1971
- 27 New Careers, 1967-1969
- 28 New Careers newsletters, 1967-1969
- 29 New Human Services Newsletter, 1972
- 30 New Jersey State Employees Council 63, 1971-1974
- 31 Nursing Career Information, 1972-1973
- 32 Nursing Education Programs, 1968-1969
- 33 Nursing Homes, 1970-1972
- 34 Nursing Information, 1966-1971
- 35 Oklahoma Health Careers Project: Career Development for Supportive Nursing Personnel, 1971
- 36 Oklahoma Health Careers Project, 1968-1971
- 37 Oregon, 1972
- 38 Organizing Registered Nurses, 1969-1971

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- 2 Pennsylvania, 1972-1974
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- 5 Philadelphia, 1971-1972
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- 8 Public Services International (PSI), 1970-1971
- 9 Publications, 1968-1969
- 10 Publications: Labor and Medical, 1969
- 11 Recruitment, 1969
- 12 Registered Nurse Programs, 1969
- 13 Sample Program Development Materials, 1969-1974
- 14 Skill Achievement Incorporated, 1968-1970
- 15 Skill Advancement Incorporated, 1967-1969
- 16 Social Development Corporation, 1966-1969
- 17 South Dakota Council 59, 1974
- 18 Staffing Status Reports for Hospitals, 1971-1972
- 19 Student Evaluations of Program, 1974
- 20 Technomics, 1971-1972
- 21 Trainee Thank You Letters, 1975
- 22 Training Organizations, 1968-1969
- 23 Training Programs, other, 1972
- 24 UCLA Instructor Training Program, 1972
- 25 Union negotiated training, 1970-1972
- 26 Virginia, Fairfax County Public Works Local 1924, 1971-1972
- 27 Virginia, Portsmouth Local 1920, 1971
- 28 Washington, 1970-1971

**Series 9 – Boston, 1968-1972**

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- 31 Boston HCDP (Hospital Career Development Program), 1969 (1 of 2)
- 32 Boston HCDP (Hospital Career Development Program), 1969 (2 of 2)
- 33 Boston, 1970
- 34 Boston, Massachusetts State Hospitals, 1972 January-May
- 35 Boston, Massachusetts State Hospitals, 1972 June-July
- 36 Boston, 1972 August-September
- 37 Boston, 1972 October-December
- 38 Boston, 1973
- 39 Boston: File, Memos, Trip Reports, 1969

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- 1 Boston: Reports from Center Manager, 1970
- 2 Boston Weekly Reports, 1972
- 3 Boston Interviews
- 4 Boston: Training Classes, 1969
- 5 Boston Hospital Training Programs
- 6 Boston: Training Schedules, 1970
- 7 Boston Curricula and Outlines, 1972
- 8 Boston Curriculum, 1969-1972
- 9 Boston Career Ladders, 1969
- 10 Boston Published Material
- 11 Boston Pamphlets, Brochures, and News, 1972
- 12 Boston Press Clips, 1967-1969
- 13 Boston City Hospitals Senior Nursing Assistant
- 14 Boston City Hospitals Senior Hospital Dietary Worker
- 15 Boston: Career Ladder for Massachusetts Department of Mental Health Career Development Program Final Report
- 16 Boston City Hospitals Instructor's Guide to Dietary Service Representative
- 17 Boston: Nursing Assistant Curriculum - Department of Health and Hospitals
- 18 Boston City Hospitals Nursing Assistant Curriculum Volume VIII
- 19 Boston City Hospital Laboratory Aide Training Curriculum, 1970 May 11
- 20 Boston City Hospitals Program Overview and Supervisory and Orientation Curricula Volume I
- 21 City of Boston, 1970-1974
- 22 Boston Jewish Labor Committee, 1971
- 23 Framington, MA, 1966-1974
- 24 Boston: Schools for Health Training Massachusetts, 1967
- 25 Boston: Trainees' Evaluation of the Program
- 26 Boston: Graduation Information and Material, 1970

## **Series 10 – Cleveland, 1969-1974**

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- 27 Cleveland HCDP (Health Career Development Program), 1967-1969
- 28 Cleveland, 1969 January-July
- 29 Cleveland, 1969 August-December
- 30 Cleveland, 1969-1970

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- 1 Cleveland: Advisory Committee Minutes, 1969 July-August
- 2 Cleveland: Weekly Activities Reports, 1969 March-1970 March
- 3 Cleveland: Reports from Center Manager, 1969-1970
- 4 Cleveland: Outgoing Correspondence, 1969 July-August
- 5 Cleveland: Inter-Office Correspondence, 1970 January-April
- 6 Cleveland: Washington office Correspondence, 1969
- 7 Cleveland: Washington office and Betty Miller Correspondence, 1970
- 8 Cleveland: Incoming Correspondence, 1968-1969
- 9 Cleveland: Incoming Correspondence, 1970
- 10 Cleveland: Outgoing Correspondence, 1970
- 11 Cleveland: Press Clips and Releases, 1967-1970
- 12 Cleveland: Metro Health Planning, 1969-1970
- 13 Cleveland: Cuyahoga County Hospitals Career Development Program
- 14 Cleveland: Proposal, 1970; 1974
- 15 Cleveland Career Ladders, 1969 January-July
- 16 Ohio Council 21, 1971
- 17 Ohio Council 8, 1971-1974
- 18 Cleveland District Council 78, 1969-1970
- 19 Cleveland: Economic and Manpower Corporation, 1969 February-1970 February
- 20 Cleveland: Hospitalization Information, 1969 January-March
- 21 Cleveland: Job Descriptions, Training, and Salary Information, 1969-1970
- 22 Cleveland: Salary Schedules
- 23 Cleveland: Hospital Agreements, 1969
- 24 Cleveland Curriculum, 1969
- 25 Cleveland Interviews
- 26 Cleveland Hospital Training Programs, 1969
- 27 Cleveland: Schools for Health Training, 1967-1969
- 28 Cleveland LPN Proposed Program, 1968-1969
- 29 Cleveland Highland View Hospital Correspondence, 1968-1970
- 30 Cleveland Highland View Hospital, 1969-1970
- 31 Cleveland Metropolitan General Hospital, 1969-1970
- 32 Cleveland Sunny Acres Hospital Correspondence, 1969
- 33 Cleveland Metropolitan General Hospital Correspondence, 1969-1970
- 34 Cleveland District Council 78 Constitution, 1968
- 35 Cleveland Cuyahoga County Local 1746, 1968-1970
- 36 Ohio, 1973-1975
- 37 Cleveland: Training Schedules, 1970
- 38 Cleveland: Job Descriptions

- 39 Cleveland Highland View Hospital Job Descriptions
- 40 Cleveland Metropolitan General Hospital Senior Licensed Practical Nurse
- 41 Cleveland Metropolitan General Hospital Dietary Hostess Trainee
- 42 Cleveland Metropolitan General Hospital Nurse Aide Trainee
- 43 Cleveland Highland View Dietary Hostess
- 44 Cleveland Sunny Acres Hospital Job Descriptions
- 45 Cleveland Hospital Career Development (1 of 2)
- 46 Cleveland Hospital Career Development (2 of 2)

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- 1 Cleveland Graduation Information, 1969-1970
- 2 Cleveland Metropolitan General Hospital Senior Licensed Practical Nurse, 1969 November 18
- 3 Cleveland: Cuyahoga County Hospitals Supervisory Orientation and Awareness Curriculum, 1969 November 24
- 4 Cleveland: Cuyahoga County Hospitals Supervisor Orientation and Sensitivity Training
- 5 Cleveland: Cuyahoga County Hospitals Orientation, 1969 November 24
- 6 Cleveland Dietary Hostess Curriculum draft, 1969
- 7 Cleveland Metropolitan General Hospital Dietary Hostess Curriculum, 1969 November 24
- 8 Cleveland Metropolitan General Hospital Nurse Aide Curriculum, 1969 November 24
- 9 Cleveland Highland View Hospital Nurse Aide Curriculum, 1969 November 24
- 10 Cleveland Metropolitan General Hospital Nurse Aide Curriculum
- 11 Cleveland Metropolitan General Hospital Trainee's Guide to Senior Licensed Practical Nurse
- 12 Cleveland Metropolitan General Hospital Instructor's Guide to Dietary Hostess
- 13 Cleveland Sunny Acres Hospital Trainee's Guide to Senior Nurse Aide
- 14 Cleveland Highland View Hospital Instructor's Guide to Dietary Hostess
- 15 Cleveland Houseman Curriculum, 1969 November 24
- 16 Cleveland Metropolitan General Hospital Instructor's Guide to Nurse Aide
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- 18 Detroit, MI (1 of 2)
- 19 Detroit, MI (2 of 2)
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- 23 Detroit, MI, 1971 December
- 24 Detroit, MI, 1972 January
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- 26 Detroit, MI, 1972 March



**Box 13**

- 1 Detroit, MI, 1972 April
- 2 Detroit, MI, 1972 May-June
- 3 Detroit, MI, 1972 July
- 4 Detroit, MI, 1972 August-September
- 5 Detroit, MI, 1972 October-1974 January
- 6 Detroit: Wayne County General Hospital Weekly Reports, 1971 August-November
- 7 Detroit: Wayne County, 1971 December
- 8 Detroit: Wayne County Meetings Reports and Minutes, 1971 August-1972 January
- 9 Detroit: Wayne County Weekly Reports, 1972 January-February
- 10 Detroit: Wayne County Weekly Reports, 1972 March
- 11 Detroit: Wayne County Weekly Reports, 1972 April-May
- 12 Detroit: Wayne County Weekly Reports, 1972 June-September
- 13 Detroit: Wayne County Weekly Reports, 1972 October-1973 January
- 14 Detroit Weekly Reading Log, 1972 March-April
- 15 Detroit Weekly Reading Log, 1972 April-June
- 16 Detroit Weekly Reading Log, 1972 July-September
- 17 Detroit Weekly Reading Log, 1972 October-1973 January
- 18 Detroit: Center Managers Information, 1972 November
- 19 Detroit: Work Plan, 1972
- 20 Detroit: Hospital Career Development Program general information, 1972 April-May
- 21 Michigan, 1970-1974
- 22 Michigan, Flint, 1972-1973
- 23 Michigan, Oakland County, 1973-1974
- 24 Detroit Contracts, 1974-1975
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- 1 Detroit: Wayne County General Hospital and Health Department Employees AFSCME Council 25 Constitution
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- 4 Detroit: Notes
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- 58 Detroit: Laundry and Custodial Workers; Basic Education 1st Cycle Lesson Plans, 1972
- 59 Detroit: Laundry and Custodial 1st Cycle Class Progress Report, 1972
- 60 Detroit: Basic Education and Medical Clerk 2nd Cycle On the Job Training (OJT), 1972
- 61 Detroit: Custodial Worker On the Job Training (OJT) 2nd Cycle, 1972
- 62 Detroit: Wayne County General Hospital Career Development Program, 1971
- 63 Detroit: Task Lists for Proposed Jobs
- 64 Detroit: Hospital Technical Specialist Assistant 2nd Cycle Curriculum
- 65 Detroit: Wayne County General Hospital Hospital Technician Assistant Curriculum, 1971 December 8
- 66 Detroit: Orientation 2nd Cycle
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- 68 Detroit: HTA Core Curriculum, 1972
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- 71 Detroit: Course Outline Bio 210 for Washington
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- 9 Maryland Finances, 1971-1973
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- 19 St. Paul Ramsay Hospital Community Health Aide Curriculum Outline, 1971  
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- 22 St. Paul Ramsay Hospital Unit Manager Curriculum, 1971 December 8
- 23 St. Paul Ramsay Hospital Career Development Program Phase I Report, 1972  
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- 24 St. Paul Ramsay Hospital Phase I Report (Part 2, Volume 1), 1972 January 25
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- 26 St. Paul: AFSCME Minnesota Custodial Worker II Course Outline, 1972  
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