



## DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

REGIONAL OFFICE

50 FULTON STREET

SAN FRANCISCO, CALIFORNIA 94102

SOCIAL AND REHABILITATION  
SERVICEOctober 17, 1969  
Refer to SRS IX 15

Mr. Alvin Batiste  
Model Cities Coordinator  
Model Cities Program  
5329 N. E. Union Avenue  
Room 210  
Portland, Oregon 97211

Dear Mr. Batiste:

In July, 1969, the Timmy Educational Center, the Portland Children's Center and the United Cerebral Palsy Association of Northwest Oregon were awarded grants by the Department of Health, Education and Welfare to establish day care centers to serve mentally retarded and multiply handicapped residents of the Portland model cities neighborhood.

The applications submitted by the above named agencies were endorsed by the then Acting Mayor, Mr. Mark Grayson. The Mayor's letter stated that the matching funds to support these programs would be made available from the Model Cities Supplemental funds. See the attached letter. Based on this assurance the Department of Health, Education and Welfare awarded the three grants to the Portland agencies. Since the HEW grant funds provide for only 75 percent of the cost of staff salaries, the matching funds are absolutely necessary to the operation of these programs. In other words, without matching funds these projects are in grave jeopardy.

I have been informed by the Department of Housing and Urban Development that the Portland Model City's First Year's Action Plan did not include a request for use of supplemental funds to support projects in mental retardation. However, all that is required is that you submit a Program Amendment to the First Year's Action Plan indicating that Supplemental funds will be used as the local matching funds to support the above named programs.

I thank you for your interest in programs for the mentally retarded and hope we can enjoy continued cooperation from your office.

PORTLAND  
COMMUNITY  
COLLEGE



12000 SOUTHWEST 49th AVENUE, PORTLAND, OREGON 97219 • (503) 224-3040

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arrange copies*

RECEIVED

JAN 28 1970

MODEL CITIES

C-34-01E-01

Amo DeBernardis, president

COMMUNITY  
COLLEGE BOARD  
Hugh McGilvra, chairman  
Manley J. Bakkensen  
Robert A. Bissett  
Howard Cherry  
Lewis C. Nickerson  
Carl R. Nell  
Robert E. Thompson

*HAMMON  
PAGE*

January 23, 1970

Dear Sir:

Portland Community College, Cascade Center, is planning on offering a Multi-Clerical Training program that would aid your personnel or anyone interested in a brush-up and refresher course in clerical skills.

Enclosed you will find a brochure stating the purpose of the program and also the courses being offered.

This program will begin on February 9, 1970.

For further information please call 283-2551.

Sincerely,

*William A. Newborne*

William A. Newborne  
Coordinator, Cascade Center

WAN:hm

cc - ALL STAFF  
2-5

PORTLAND COMMUNITY COLLEGE  
12000 Southwest 49th Avenue  
Portland, Oregon 97219

BUSINESS DEPARTMENT  
Winter term - 1970

Multi-Clerical Training Program - SS 9.701

Purpose:

- a. To provide a "Brush-up" or refresher training on the basis of individual instruction, alternating between subjects and machines as desired, for self-improvement.
- b. Upon completion of prescribed courses in bookkeeping, office procedures, secretarial accounting, office machines or business mathematics, a certificate of completion may be issued.

Courses Offered:

Office Machines:

- |                          |  |
|--------------------------|--|
| Ten-Key Adding Machines  | - Touch system                           |
| Full-Key Adding Machines | - Familiarization and speed in operating |
| Key-Driven Calculators   | - Familiarization and speed brush-up     |
| Rotary Calculators       | - Familiarization with several makes     |
| Printing Calculators     | - Familiarization (Underwood-Olivetti)   |

Office Procedures

- General or Secretarial

Bookkeeping-Accounting

- Practical Bookkeeping and Accounting

Other Machines:

- |                            |  |
|----------------------------|--|
| Basic Bookkeeping Machines | - Monroe (1 and 2 register), Underwood-Olivetti (2 register)   |
| Duplicating Machines       | - Fluid and Stencil  |
| Dictating Machines         | - Letters, Manuscripts, Medical and Legal dictation  |
| Typing Refresher           | - Manual and/or Electric   |
| Shorthand Refresher        | - Shorthand practice from tapes, including review of theory and business letters dictated at various speeds. |

Spelling drills and review  
Arithmetic

Time Available:

Days 10 to 12, Monday, Tuesday, Wednesday, Thursday at Mt. Sylvania and 9 to 11 a.m., Monday, Tuesday, Wednesday, Thursday at Cascade (or choice of these days).

Nights 6 to 10 p.m., Tuesday and Thursday at Cascade (Times within these hours may be selected).

Tuition

\$10.00 for an initial period of four weeks full-time attendance (8 hours per week) or \$5 for 4 hours or less per week. Thereafter enrollment will be for at least two weeks for a fee of \$5.00 for full-time attendance.



CITY OF PORTLAND  
OREGON

August 14, 1969

The Reverend David Weed, Chairman  
Model Cities Citizens Planning Board  
5329 N.E. Union Avenue  
Portland, Oregon

Dear Mr. Weed:

I think it would be very helpful in expediting the Cascade College project if, at the next Planning Board meeting, a specific recommendation could be made as to the placing of the project within the existing list of components.

While it would probably be easier to place it within the group yet to be approved by HUD for contract---and would thereby add appeal for HUD's final approval for that additional amount---that is certainly a matter on which your Board has to make the recommendation.

Yours truly,

*Terry D. Schrank*  
MAYOR

TDS, D. m

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Phil Zide  
C-34-015-01  
TERRY D. SCHRUNK  
MAYOR

CITY OF PORTLAND  
OREGON

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Yours truly,

*Terry D. Schunk*  
MAYOR

TDS. T.m

cc: Al Batiste

COPY

OFFICE OF THE MAYOR



TERRY D. SCHRUNK  
MAYOR

CITY OF PORTLAND  
OREGON

August 15, 1969

Mr. Robert Pitts  
Department of Housing and Urban Development  
450 Golden Gate Avenue  
San Francisco, California 94102

Re: Portland Model Cities Program,  
Cascade Community Center

Attention: Mr. Ward Elliott

Dear Mr. Pitts:

In Mr. Elliott's recent letter regarding Portland's proposal to acquire the Cascade College facility for use as a multi-agency, educational, cultural and service facility for Portland's Model Cities Program, HUD suggested possible alternatives for purchase of the various parcels in the complex.

The Model City Planning Board referred the proposal to its Task Force for study. The Task Force recommendation was presented to the Model Cities Board August 5, 1969, and the Board has agreed that in order to initiate this program, the capital costs must be reduced. The Portland Model Cities Citizens' Planning Board has requested that I forward their enclosed proposal for a 90 percent write-off of the HUD mortgage at Cascade College.

As the enclosed statement and cover letter from the CPB Planning Board Chairman indicate, the citizens involved in the Model City program are strongly convinced that the dormitory and student center must be made part of Portland's Model City Program to help assure its success. These facilities would assist in establishing a permanent "model" multi-agency service and educational facility serving the citizens of the target area and, in fact, the entire metropolitan area. The involvement of Model Cities would give that program an early, tangible, success. Its realization could give the residents a "show piece" for the entire metropolitan area to see and use.

I should emphasize that the details for utilization of this center have not yet been finalized. The Model Cities Citizens' Planning Board Task Force, composed of educational and social agency representatives on a state and

Mr. Robert Pitts

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August 15, 1969

local level, to develop such plans, is working toward this end. I have also requested the Model Cities Citizens' Planning Board to make their participation proposal more specific. It is my hope that the Board's action would establish priorities within the Model City action components which would allow Cascade Community Center financing within this program year from the \$3,745,000 allocation for Portland. Upon presentation of reports from these two bodies, the City Council can then take action.

Accordingly, the purpose of this letter is to inquire as to the possibility of 90 percent write-off of the HUD mortgage on the Cascade College facility.

An early answer would be greatly appreciated, as it would facilitate the finalization of related planning mentioned above.

Yours truly,

  
MAYOR

TDS.m

cc:

Rev. David Weed

Thomas Wilson

Alvin Batiste

**CITIZENS  
PLANNING  
BOARD**



**MODEL CITIES / PORTLAND**  
Room 210 5329 N.E. UNION AVENUE OREGON 97211

Phone 288-6923

August 8, 1969

AUG 8 1969

MAJORS OFFICE

MAYOR	
EXEC.	
CLERK	
RECORDS	
FIN.	
LEGAL	

The Honorable Mayor Terry D. Schunk  
Mayor, City of Portland  
City Hall  
Portland, Oregon

Dear Mayor Schunk:

I, Thomas Wilson, member of the Cascade College Task Force and a member of the Model Cities Citizens Planning Board, representing the Boise area, am writing you this letter regarding the action that the Model Cities Citizens Planning Board has taken in regard to the Cascade College acquisition.

The Board at its last meeting, August 5, 1969, voted overwhelmingly to use up to \$850,000 of Model Cities supplemental funds to acquire the Cascade College Complex in the following manner:

A draft or promissory note for \$400,000 to be drawn immediately to stop foreclosure action, and \$450,000 if necessary at a future date when needed to secure said property.

This initial step will cause Portland Community College to invest approximately \$450,000 plus the other sources of revenue that have been indicated, School District Number One, Portland State University, The Boys Club of America, Oregon State Multi-Service Center, and Planned Parenthood. There are numerous other programs in the community that are seeking a complex of this kind.

It came to my attention that a letter that was supposed to be sent to you immediately had not been written; therefore, I am carrying out the mandates of the Model Cities Citizens Planning Board and seeing that you get a letter of this action.

Hoping to hear from you through our Director, Mr. Alvin Batiste, or our Chairman, Rev. David Weed, who is on vacation at this time.

Sincerely yours,

Thomas Wilson  
Member of Cascade College Task Force  
Member of Model Cities Citizens  
Planning Board



**CITIZENS  
PLANNING  
BOARD**



**MODEL CITIES / PORTLAND**  
Room 210 5329 N.E. UNION AVENUE OREGON 97211

Phone 288-6923

August 6, 1969

The Honorable Terry D. Schunk, Mayor  
City Hall  
Portland, Oregon 97204

Dear Mr. Mayor:

Re: Cascade College acquisition

The Model Cities Citizens Planning Board took two actions at its meeting August 5, in response to the proposals of regional office of HUD on the acquisition of the Cascade College property.

1. In response to the offer of an outright purchase or five-year lease on the buildings covered by the HUD mortgage, the board adopted the enclosed proposal substantiating the request for a 90% write-off of that mortgage.
2. The board has approved the use of \$850,000 from Portland's supplemental grant for acquisition of those assets covered by the Vancouver Federal Savings and Loan Company mortgage and the equities held by Cascade College. It is expected that P.C.C. will share in the cost of acquiring these assets in the amount of \$400,000 to \$500,000.

It is the feeling of the board that you might wish to transmit these actions to the HUD regional administrator in response to his letter of July 18 to you.

Still unanswered is the question of an immediate source of funds to enable Cascade College to satisfy its most pressing creditors until ultimate acquisition can be accomplished.

Sincerely,

*David H. Weed*  
David H. Weed

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