THE WHITE HOUSE
WASHINGTON

July 17, 1998

Ambassador Raymond Chretien
Embassy of Canada
501 Pennsylvania Avenue, NW
Washington, DC 20001

Dear Ambassador Chretien:

Thank you very much for forwarding the invitation from Minister Axworthy for the First Lady to deliver the 1999 Senator Keith Davey Lecture at Victoria University.

I have forwarded the request to Patti Solis Doyle, Director of Scheduling for the First Lady, and her office should be in touch with Minister Axworthy once a decision is made. Since the invitation is for an event next year, I do not anticipate that we will be in a position to make a decision in the near term.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

Canadian Embassy

Ambassade du Canada

501 Pennsylvania Avenue, N.W.
Washington, D.C. 20001

June 29, 1998

The Honourable Melanne S. Verveer
Assistant to the President and
Chief of Staff to the First Lady
The White House
Room 2/WW
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Dear Ms. Verveer,

I have the honour to convey to you a letter to the First Lady from The Honourable Lloyd Axworthy, Minister of Foreign Affairs for Canada, requesting her consideration of an invitation to deliver the 1999 Senator Keith Davey Lecture at Victoria University and the University of Toronto.

I would appreciate your bringing the Minister's letter to the First Lady's attention.

Yours sincerely,

Raymond Chrétien

Raymond Chrétien
Ambassador

THE WHITE HOUSE
WASHINGTON

June 8, 1998

Mr. Michael Cooper
Director, Human Rights Office
Franklin and Eleanor Roosevelt Institute
801 Second Avenue, 2nd Floor
New York, NY 10017

Dear Michael:

Thank you very much for your letter and recommendations for the upcoming 150th Anniversary of the Women rights Convention in July in Seneca Falls. As you note, the First Lady is speaking at the opening ceremony and I can assure you she will underscore the human rights theme. In addition, Theresa Loar who is Coordinator of Women's Issues at the State Department is pursuing options to further underscore the Declaration and the importance of ratifying CEDAW.

Best wishes in our common cause.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

THE WHITE HOUSE
WASHINGTON

May 27, 1998

Mr. John Carr
Chair
Center for Community Change
1000 Wisconsin Ave., NW
Washington, DC 20007

Dear John:

I was thrilled to learn that Andy has been selected as the Executive Director of the Center for Community Change. He is both deserving and eminently qualified, an excellent combination. I know that the Center will continue to thrive under his leadership.

Best wishes- as always.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

Center for Community Change
1000 Wisconsin Avenue, NW,
Washington, D.C. 20007

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U.S. POSTAGE

Melanne Verveer
Office of the First Lady
Old Executive Building Room 100
Washington DC 20503

Center for Community Change

May 19, 1998

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John Carr
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Jane Fox-Johnson
Wendy Johnson
John Lewis
Paulette Meyer
Denise Mitchell
Mary B. Mountcastle
Benson Roberts
Stephen S. Sands
Ron Shiffman

Pablo Eisenberg
Executive Director

Melanne Verveer
Office of the First Lady
Old Executive Building Room 100
Washington DC 20503

Dear Melanne:

On behalf of the board of directors, I am delighted to inform you that we have selected Andrew Mott as the Center's new Executive Director, beginning July 1. Andy is currently the Center's Deputy Executive Director for Planning and Program Development.

As you may know, Andy has devoted much of his career to the Center for Community Change. He has been integral to the Center's impressive success and growth during the two decades that Pablo Eisenberg has led the Center. Andy is deeply committed to CCC's mission of increasing the power and capacity of low income people and their organizations.

At the same time, Andy has been an agent of change for the Center, developing many new efforts that respond to the most pressing needs of low income communities today. The most recent is the Center's expanding and promising work around jobs and economic development. We see Andy as someone who can both sustain the Center's strengths and keep it responding to new challenges.

Andy's appointment is the culmination of a very exhaustive, 10-month search process undertaken by the board, its nine-person transition committee, and two consultants. We talked with more than 150 people across the country to get their ideas and suggestions about the position. Nearly 200 people were considered, from whom we selected 36 candidates for careful screening. The three finalists were all given an opportunity to meet with the Center's staff.

I think the process was a very healthy one for the organization. And while Pablo Eisenberg will be deeply missed by the Center, the search process we conducted not only has led to an excellent choice for a new director, it has generated broad support for Andy's leadership.

Enclosed is a short biography of Andy Mott, which highlights his experience in developing new initiatives, coalitions, and campaigns to help poor people. I know Andy looks forward to opportunities to share his vision for leading the Center into the 21st century.

Sincerely,

John Carr
Chair of CCC Board

JC/reo

1000 Wisconsin Avenue, N.W. Washington, D.C. 20007 202-342-0519 FAX-202-342-1132

Center for Community Change

ANDREW MOTT

Andrew Mott was born in Washington, D.C. in 1941. He graduated cum laude from Harvard College in 1962 and obtained his JD in 1965 at the University of Michigan Law School. He is a member of the Michigan Bar.

In 1967, Mr. Mott began working with the Citizens' Crusade Against Poverty as a Staff Associate. With the formation of the Center for Community Change in 1968, he became Assistant to the President and Assistant General Counsel, with responsibility for assisting in the transition from CCAP to CCC and establishment of the Urban Development Division. In 1969, he became Assistant Director of the Urban Development Division, coordinating CCC's technical assistance in housing, urban development, and community planning

For twenty years, Mr. Mott served as the Center's Director of Field Operations In that capacity, he was responsible for directing the Center's field staff as it provided technical assistance to several hundred grassroots low income and minority community organizations and community development corporations throughout the United States. In addition, Mr. Mott provided on-site advice and assistance to grassroots groups with regard to organizational development, housing, community reinvestment, and community development

Mr. Mott is currently the Center's Deputy Executive Director for Planning and Program Development. He is responsible for coordinating efforts to build upon current aspects of the Center's program as well as the launching of new initiatives. Most recently he has coordinated a major effort to study and replicate successful ways of connecting residents of isolated low income neighborhoods with jobs and other economic opportunities. Other responsibilities include overseeing a number of CCC special projects, studies, training initiatives, and pilot programs. Over the years Mr. Mott has launched and directed several special initiatives, created and led national coalitions, conducted studies and helped lead joint efforts to develop new public policies regarding poverty and community development

Over the last two decades, Mr. Mott has directed, edited, and contributed to numerous CCC studies related to housing and community development, including:

The National Survey of Housing Abandonment
The Management of Federal Assisted Housing in New York City
Shelter and State Action
The Lifeblood of Housing
Opportunities for Abuse
Landlords of Last Resort

1000 Wisconsin Avenue, N.W. Washington, D.C. 20007 202-342-0519 FAX-202-342-1132

Monitoring Community Development. The Citizens' Evaluation of the Community Development Block Grant Program
The Decades Ahead for Community Organizations
Developing People and Neighborhoods
Building Systems of Support for Neighborhood Change
Strengthening Community Voices in Policy Reform

Mr. Mott coauthored Housing and Public Policy, a book published by the American Enterprise Institute.

Among his board and committee responsibilities, Mr. Mott has served as:

- Chairman, Coalition on Human Needs
- Chairman, National Low Income Housing Coalition
- Chairman, Working Group for Community Development Reform
- Chairman, Coalition for Low Income Community Development
- Vice Chairman, the Low Income Housing Information Service
- Member, Special Committee on Housing and Urban Development Law, American Bar Association.
- Member of the Board, Presbyterian Economic Development Corporation, Presbyterian Church USA
- Elder and Chair of Mission Council, Chevy Chase Presbyterian Church
- Member of the Board, Allen Community Outreach Center
- Member, Design Team for the Annie E. Casey Foundation's Neighborhood Transformation and Family Development Initiative

Prior to his work with CCC, Mr. Mott served two years in the Peace Corps in Shiraz, Iran as a university instructor in the Departments of National Development and Political Science at Pahlavi University. This followed his service as a management intern in the Community Action Program of the Office of Economic Opportunity, where he assisted with the early planning for the "war on poverty's" health and legal services programs.

During his law studies, he was a fellow of the International Commission of Jurists in Geneva, Switzerland. In this capacity, he helped prepare working papers for the Bangkok conference on civil liberties and constitutional government in Asia. Previous work during summer breaks included service with Sioux Indians on the Pine Ridge Reservation, full-time campaign work for a successful candidate for Governor of Michigan, a stint working on the S.S. United States, and service as a legislative intern in the Industrial Union Department of the AFL-CIO.

Mr. Mott has been married since 1970 to Gail Dichow Mott. They have one daughter, Annemarie Dichow Mott.

Center for Community Change

Transition Committee Members

John Carr
Director of Social Development and
World Peace
U.S. Catholic Conference
Washington, D.C.

Irma Gonzales
Consultant
Portland, OR

Rebecca Doggett
Special Assistant for Community
Development
Newark School District
Newark, NJ

Peter Edelman
Professor
Georgetown University Law School
Washington, D.C.

Roger Clay, Jr.
Vice President
Corporation for Supportive Housing
New York, NY

Mary Mountcastle
Consultant
Center for Community Self-Help
Durham, NC

Wade Henderson
Executive Director
Leadership Conference on Civil Rights
Washington, D.C.

Denise Padin Collazo
Executive Director
San Francisco Organizing Project

Jane-Fox-Johnson
Consultant
Washington, D.C.

1000 Wisconsin Avenue, NW Washington, DC 20007 202-342-0519 Fax: 202-342-1132

THE WHITE HOUSE
WASHINGTON

May 18, 1998

Ms. Ida L. Castro
Acting Director
Office of the Secretary
Women's Bureau
Washington D.C. 20210

Dear Ms. Castro: Ida

Thank you for your letter and information on working women and caring for their elderly loved ones.

I have passed the information along to colleagues in the First Lady's Office. We appreciate your efforts in the work you are doing.

Best wishes in all you do.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

U.S. Department of Labor

Office of the Secretary
Women's Bureau
Washington D.C. 20210

MAY 11 1998

Melanne Verveer
Chief of Staff to the First Lady
Office of the First Lady
Room 100, OEOB
Washington, DC 20500

Dear Ms. Verveer:

Because of your commitment to quality elder care, I thought you would be interested in a new publication the U.S. Department of Labor Women's Bureau is releasing today in honor of Mother's Day and Older Americans Month. The enclosed "**WORK AND ELDER CARE: *Facts For Caregivers and Their Employers***" is a guide to help working women -- and their employers -- balance the demands of work with the responsibility of caring for elderly loved ones.

The report frames the issue and offers practical information on the types of elder care assistance available, such as: Geriatric Care Managers Homemakers; Home Health Aides; Companions/Friendly Visitors; Telephone Reassurance Systems; Respite Care; Daily Money Managers; Home-delivered Meals; Chore and Home Repair; Legal Assistance; Family and Medical Leave; and Assistance with Financing Care. It also includes resources for employers and other organizations interested in assisting workers in coping with the demands of elder care.

"**WORK AND ELDER CARE: *Facts for Caregivers and Their Employers***" is available on the Internet free of charge. The Website address for the new guide is http://www.dol.gov/dol/wb. Information can also be obtained by calling 1-800-827-5335.

Please let me know if you would like to share this report with your constituents or other organizations. As always, I look forward to working with you.

Sincerely,

IDA L. CASTRO
Acting Director

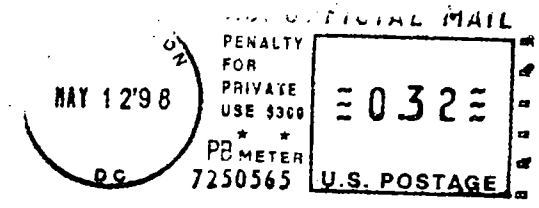
Enclosure

U.S. Department of Labor

WOMEN'S BUREAU
ROOM S-3305/4020

200 Constitution Avenue, N.W.
Washington, D.C. 20210

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300



Melanne Verveer
Chief of Staff to the First Lady
Office of the First Lady
Room 100, OEOB
Washington, DC 20500

THE WHITE HOUSE
WASHINGTON

May 27 1997

Dr. John Coonrod
Vice President
The Hunger Project
15 East 26th Street
New York, NY 10010

Dear Dr. Coonrod,

Thank you very much for your letter and invitation to the First Lady to deliver the keynote address at this year's Africa Prize for Leadership for the Sustainable End of Hunger award ceremony on October 3rd.

Regrettably, the First Lady will be unable to attend as she is scheduled to be out of the country during that time, but she sends her best wishes for a successful event.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff
to the First Lady

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THE HUNGER PROJECT

MANDELA POINTS THE WAY TO A FUTURE FREE FROM HUNGER

THE HUNGER PROJECT

Commitment, Leadership, Strategy and Action

Joan Holmes
President

Global Board of Directors

M. S. Swaminathan, Ph.D.
Chair of the Global Board,
The Hunger Project
Chair, Centre for Research on
Sustainable Agricultural and
Rural Development, India

Madhur Bajaj
President, Bajaj Auto Ltd., India

Peter G. Bourne, M.D.
Vice Chancellor,
St. George's University
Former UN Assistant
Secretary-General

Raymond Chattwell
Former Chairman,
B.E. International
Group of Companies

Joan Holmes
President, The Hunger Project

Koji Kakizawa
Former Minister of Foreign Affairs
Member, House of Representatives,
Japan

Speciosa Wandira Kazibwe, M.D.
Vice President,
The Republic of Uganda

Gertrude Mongella
Secretary-General, UN Fourth
World Conference on Women

Queen Noor of Jordan

Javier Pérez de Cuéllar
Former UN Secretary-General

Mary Robinson
UN High Commissioner
for Human Rights
Former President of Ireland

Yoshio Sakurauchi
Former Speaker, House of
Representatives
Member, House of Representatives,
Japan

George M. Weiss
President,
Beechtree Capital Group L.L.C., U.S.

Regret - at the country

May 21, 1998

Ms. Melanne Verveer
Assistant to the President and
Chief of Staff to the First Lady of the United States
The White House
Washington, DC 20500

Dear Ms Verveer:

I am writing regarding the annual award ceremony of the Africa Prize for Leadership for the Sustainable End of Hunger which will be held on Saturday evening, October 3, 1998 at the New York Hilton Hotel.

We would be very honored if the First Lady could preside over this event and give a keynote address. I understand from Dr. Peter Bourne that last year, the First Lady expressed interest in participating but the announcement of the laureates came too late for her to include the award ceremony in her schedule. While the jury will not make its 1998 decision until late June, I hope that you can pencil this year's October 3rd dinner into the First Lady's calendar.

I have included a publication describing the Africa Prize and our organization. As you may recall, President Clinton addressed the 1994 Africa Prize award ceremony when it was held in Washington in honor of President Mandela. If there is any additional information I can provide, please know I am at your service.

Sincerely,

John Coonrod

Dr. John Coonrod
Vice President

CC: Dr. Peter G. Bourne
Enclosure

15 East 26th Street, New York, NY 10010 Tel: (212) 251-9100 Fax: (212) 532-9785 Internet: http://www.thp.org

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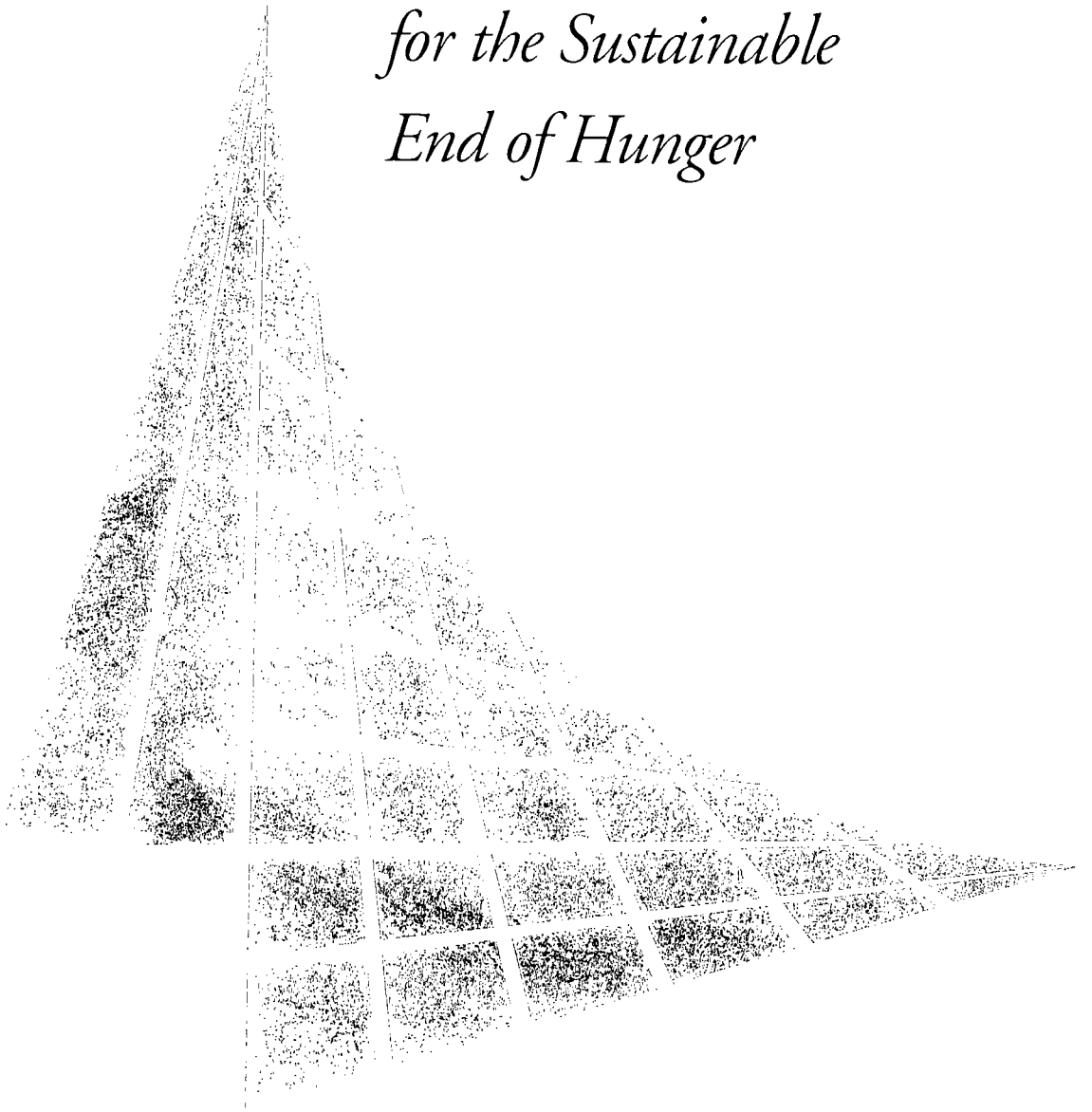
THE HUNGER PROJECT

THE TWELFTH ANNUAL

Africa Prize for Leadership for the Sustainable End of Hunger



CALLING FORTH COMMITTED LEADERSHIP FOR A FUTURE FREE FROM HUNGER

THE WHITE HOUSE
WASHINGTON

June 1, 1998

Mr. Chris Coles
Lantana Building
Suite 1277
3000 West Olympic Boulevard
Santa Monica, CA 90404

Dear Mr. Coles:

On behalf of the First Lady, thank you for your letter and recommendation that the President or Mrs. Clinton visit the Beijing Film Academy.

There is much ongoing work regarding both their travel schedules and activities. I do not know if this will be possible but your proposal will receive every consideration.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

Intercontinental Production Services, Inc.

Telephone (310) 315-4749
Fax (310) 315-4750

Lantana Building
Suite 1277
3000 West Olympic Boulevard
Santa Monica, California 90404
ChrisIPS@aol.com

May 6, 1998

Mrs. Hilary Clinton
Office of the President
The White House
Washington, D.C.

Dear Mrs. Clinton:

I would like to make the following suggestion for you and the President's upcoming trip to China:

There is one and only one Film Academy in the whole of China, The Beijing Film Academy, and its graduates (among them the well-known directors, Chen Kaige and Zhang Yimou) dominate all of the high-end film and television production in China. (As directors, production designers, costume designers, camera, writers and editors)

It would give a tremendous boost to artistic and cultural developments in China if either you or the President were to visit the Beijing Film Academy for a little tour and then give a brief talk to the students and faculty (and probably some of the famous alumni as well). Such a talk could mention the important connection between artistic and cultural freedom and a strong artistic and cultural output and industry. (Most people in China love American movies)

Such a visit would also impress the Chinese public that one of their main cultural icons was being honored in a special way. And hopefully inspire various people towards realizing more artistic freedoms

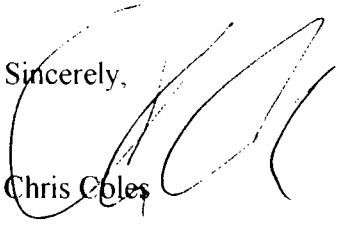
As per the attached book, CHINA POP, the present developments in China's popular culture, mainly tv series but also film and pop music, are at the forefront of the enormous change that is sweeping across China at this moment in time. Some of the most recent "pop-culture" tv series have attracted audiences of over 500 million people per week! (SEINFELD gets about 30 million people per week here)

My own company has recently acquired the world rights outside of China to two of these top-rated tv series. One series is called, "FOREIGN BABES IN BEIJING", and stars two American girls who play their roles speaking Chinese (an interview with one of them is attached with this letter). The other is called, "BEIJING MAN IN NEW YORK", and was the first Chinese tv series to be filmed in New York.

In my various trips to Beijing and Shanghai over the past year, I have been very impressed with the tremendous thirst among Chinese professional people for contact with the U.S. and relationships with the U.S. film, tv and media industry. Despite years of anti-U.S. images and messages, almost all the Chinese I have meet are very friendly towards Americans and very positive about the U.S.

If a visit to the Beijing Film Academy is an idea you are interested in and you would like me to put you directly in touch with the Director, please let me know Or I'm sure you have your own more official ways to add this idea to your schedule.

Sincerely,



Chris Coles

THE WHITE HOUSE
WASHINGTON

May 8, 1998

Mr. John B. Crosby
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611

Dear John:

Thank you very much for your letter and invitation to the First Lady to deliver the keynote address to AOA's National Symposium in November.

Regrettably, the First Lady will be unable to join you as she is scheduled to be out of the country during that time. She sends her best wishes for a successful and productive event.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

142 EAST ONTARIO STREET, CHICAGO, ILLINOIS 60611 • AREA CODE 312 280-5800

American Osteopathic Association

JOHN B. CROSBY, J.D., EXECUTIVE DIRECTOR

April 24, 1998

Ms. Melanne Verveer
Deputy Chief of Staff to
The First Lady
White House Office of
The First Lady
Room 100-OEOB
Washington, DC 20500

Dear Melanne:

The attached invitation letter to Mrs. Clinton is self-explanatory. We certainly hope she can address the AOA's National Symposium on Women's Health this November. Please call if I can provide any details.

Hope all is well with Phil and you. Mary Jo joins me in sending along our best regards.

Sincerely yours,

John B. Crosby, JD

JBC/clz

142 EAST ONTARIO STREET, CHICAGO, ILLINOIS 60611 • AREA CODE 312 280-5800

American Osteopathic Association

JOHN B. CROSBY, J.D., EXECUTIVE DIRECTOR

April 9, 1998

The First Lady of the United States
The White House
1600 Pennslyvania Avenue, NW
Washington, DC 20500

Dear Mrs. Clinton:

Earlier this year, the American Osteopathic Association (AOA) announced its Women's Health Initiative—a longstanding commitment to educate the general public on the health issues women face today. With women making up over half of the U.S. population, our decision to focus on these issues has never been more timely.

On November 7-8, the AOA is hosting a National Symposium in Chicago for the general public, to be held in conjunction with our National Osteopathic Medicine Week celebration. The event will address a variety of women's health topics including cardiovascular disease, breast cancer, osteoporosis, hormone replacement therapy, arthritis and other autoimmune disorders, incontinence, stress management, depression, nutrition, and alternative medicine.

We would like to extend to you an invitation to participate as the keynote speaker at this first annual National Symposium. We have invited many notable healthcare experts, including Donna Shalala, Wanda Kaye Jones, and Dr. Vivian Pinn. Your presence at this meeting would draw women from all over the Chicago area and the surrounding suburbs, including your hometown of Park Ridge. The more women who attend the Symposium--the more women who become informed healthcare consumers.

According to the U.S. Public Health Service's Office on Women's Health, 50% of the causes of the 10 leading diseases are related to unhealthy behaviors. This statistic indicates the importance of encouraging women to develop and maintain healthy behavior patterns. Our goal in holding this Symposium is to provide the female health consumer with the necessary information to change these patterns and statistics.

The nation's 41,000 osteopathic physicians strongly believe in educating the public and healthcare providers about women's health issues. We believe that health awareness is

the key to making informed decisions, and women who are knowledgeable about the issues affecting them will ultimately make better healthcare decisions.

We hope you choose to join us in this educational effort. If you have any questions, please contact me at (800) 621-1773, ext. 8001. Otherwise, I will contact your office by May 1 to discuss your interest in this event.

Sincerely,

John B. Crosby, JD

JBC/clz
Enclosures

THE WHITE HOUSE
WASHINGTON

May 4, 1998

Ms. Lisa A. Conte
207 Ramblewood Pkwy
Mt. Laurel, NJ 08054

Dear Ms. Conte:

Thank you very much for your letter and resume expressing your interest in a position with the First Lady's Office.

Regretfably, there are no positions available at this time. I have kept your resume on file in case an opportunity presents itself in the future. I have also forwarded your letter to Bob Nash, Director of Presidential Personnel.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

207 Ramblewood Pkwy.
Mt. Laurel, NJ 08054
24 April 1998

The White House Office
1600 Pennsylvania Ave. NW
Washington, DC 20500

Dear Ms. Verveer,

Please let me introduce myself, my name is Lisa Conte. I'm writing to you in reference to employment within your staff. I graduated from Albright College two years ago with a dual major in Business Management and Political Science. I am looking for an opportunity to work in the office of the First Lady.

As displayed on my resume, I have been employed during the past year and a half at Towers Perrin, an international benefits consulting firm. At Towers Perrin, I'm responsible for handling the benefits of our clients. My experience and training have been in health and welfare benefits as well as defined benefits and defined contributions.

With consideration to all of the work that is being performed by the Executive Branch in these areas, I feel that my experience and knowledge of these areas will be of service to you and Mrs. Clinton. Along with my business background, I have experience in politics while serving on the Executive Board of my alumni association.

I look forward to hearing from you, and I thank you for your time. Please feel free to contact me at home, 609-235-8929 or work, 609-770-3935,
(E-mail: ConteL@towers.com).

Respectfully yours,

Lisa A. Conte

Lisa A. Conte

Lisa A. Conte

207 Ramblewood Pkwy., Mt. Laurel, NJ 08054 (609)235-8929

OBJECTIVE: To obtain a challenging position with a corporation or government agency that will allow me to apply my strategic planning, creativity and leadership skills.

EDUCATION: Albright College, Reading, PA
B.S. Business Management/Political Science
Traveled to Europe with Albright to study the European Community during January 1993
Classes attended at Towers Perrin: Professional telephone techniques; Health & Welfare, Defined Benefits, Defined Contributions and Medicare Overviews.

SOFTWARE COMPETENCY: WP Windows 6.1, Microsoft Word 6.0, Excel 5.0, Access 2.0, 123 Windows Release 5, Lotus Notes and company specific software.

EMPLOYMENT:
March 1998-Present
Towers Perrin, Voorhees, NJ
Benefit Administrator
Responsible for the administration of Amana Division of Raytheon's defined benefits; communicating complex plan provisions; quality assurance of all deliverables; direct client contact, and detailed participant correspondence; extensive data/payroll review and correction; completing complex calculations, and calculation support, including executive pension calculations; data research; colletion and clean-up; database queries and reporting using company specific software; retirement processing.

September 1996-February 1998
Benefit Service Representative
Responsibilities include responding to inquiries about defined benefit, defined contribution, and health and welfare plans from employees and retirees; assisting plan participants in all aspects of benefit plan participation; performing related transactions; maintaining records of participant plan questions as well as performing quality assurance procedures. Provided plan specifics training for new team members; recorded and calculated team statistics; assisted personnel in interviewing and selecting candidates for employment. Worked on the following accounts: Raytheon, Pacific Enterprises and Moore USA.

June 1996-September 1996
Protocall, DJL Staff, Philadelphia, PA
Sales Assistant
Worked part-time in assisting the sales staff; responsible for performing telemarketing calls in order to schedule appointments; handled correspondence with clients; assisted with daily office management; participated in sale blitzes with the sales staff from all the offices.

	Albright College, Reading, PA
Fall & Spring 1996	Senior Interviewer/Admissions Interview applicants; travel to college fairs to make presentations.
Spring 1995	Market Research Intern/Admissions Analyze and calculate Admitted Students Questionnaire; prepare a final report
Fall 1992-Jan. 1996	Student Coordinator of Telecommunications/Admissions Established, organized and supervised Phonathons; assist in giving tours to perspective students.
Fall 1994- Spring 1996	Resident Assistant Manage residence halls; organize programs/activities; responsible for 133 students; was head RA, also responsible for a staff of 4; attended residence life staff meetings.
January 1996	Reading Downtown Improvement District, Reading, PA Organize and assist in daily office procedures; handled correspondence with area businesses; assisted in different marketing projects; completed phone surveys.
Summer 1995	Protocall, DJL Staff, Philadelphia, PA Personnel Assistant Assisted applicants-prepared testing and organized files; operated Word 5.1; systematized the orientations for the health care staff; handled the phone network; assisted with payroll and daily office management.
Summer 1992 & 1994	Child Care, Mt. Laurel, NJ Self-Employed Worked for several families; responsible for children ages newborn-12 years; work part-time throughout year.
Summer 1990 & 1991	Joe Conte & Co., Mt. Laurel, NJ Was responsible for accounts receivable; performed clerical and computer work.
ACTIVITIES AND LEADERSHIP:	Campus Activities Board (manage entertainment contracts and chairperson of hospitality) Peer Orientation Person for incoming students Residence Hall Council 1992-3/President Lion Diplomats/Alumni Weekend Co-Chair 1994 & 1995, President 1995-96 Resident Student Association/Treasurer 1993-94, Vice-President 1994-95 SGA Judiciary Board 1993-94 & Curriculum Committee 1994-95 Senior Class Gift Committee
HONORS:	Gold "A" Award (highest honor at Albright) Who's Who Among Students in American Universities and Colleges Lion Diplomat Leadership Award 1996 Phi Delta Sigma Honorary Alumnae Sorority(chosen based on scholarship & leadership) Highlighted in the school newspaper's "Senior Spotlight" Appointed to Executive Board of the Alumni Association

THE WHITE HOUSE
WASHINGTON

April 24, 1998

Ms. Bonnie Campbell
Violence Against Women Office
U.S. Department of Justice
Washington, DC 20531

Dear Bonnie:

Thank you very much for your informative letter and for the book from Don Benzi, which I have given to the First Lady. It's good to see that the influences of your office continue to have a positive impact abroad as well.

Thanks and best wishes in your most important work.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

U.S. Department of Justice

Office of Justice Programs

Violence Against Women Office

Washington, D.C. 20531

April 21, 1998

Ms. Melanne Verveer
Chief of Staff
Office of the First Lady
The White House
Washington, DC 20500

Dear Melanne:

I was a Department of Justice representative on the delegation which recently visited Italy to draft a joint US-Italy agreement on the trafficking of women, to be announced, I understand, when the President of Italy visits the United States in May.

While we were in Italy, we traveled to Bologna and visited with some young women who had been trafficked from Albania, Ukraine, and Nigeria for forced prostitution. Their stories were unbelievable, but, sadly, true. Our meeting with the young women was arranged by Don Oreste Benzi, a Catholic priest and founder of the Association of Pope John XXIII, an organization which provides shelter and other services to the young prostitutes. Don Benzi asked that I give the enclosed book to the First Lady. The book is written in Italian, but it is a compilation of stories of the young women who are trafficked into prostitution. Please note that Don Benzi wrote a personal message to Mrs. Clinton in the book.

The young women all knew of Mrs. Clinton's interest in the issue of trafficking and her concern for them and their fates; they asked that we convey their appreciation to the First Lady. The Italian officials with whom we worked on this trip speak with great emotion about the First Lady and marvel that she would focus her attention on such issues. Please tell the First Lady that my

colleagues and I were very proud to be associated with her and this work. I sometimes wonder whether Mrs. Clinton could possibly understand the impact of her work around the world! Please tell her that it is profound.

Thanks, Melanne.

With best wishes,

Bonnie

Bonnie J. Campbell, Director
Violence Against Women Office

Enclosure
As stated

THE WHITE HOUSE
WASHINGTON

May 4, 1998

Mr. Alexander Cruy
9 Pommander Walk, NW
Washington, DC 20007

Dear Sandy:

We will miss your leadership at the NEA. You know how much I have personally valued your counsel, assistance and friendship.

I will forward Douglass Campbell's letter to the President per your request.

Best wishes in all you do.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

NATIONAL ENDOWMENT FOR THE ARTS

The Nancy Hanks Center
1100 Pennsylvania Avenue NW
Washington DC 20506-0001
202/682-5400

Office of the Chairman

May 1, 1998

Melanne Verveer
Assistant to the President and
Chief of Staff to the First Lady
Old Executive Office Building Room 100
Washington, DC 20500

Dear Melanne:

I have two missions in writing this letter to you on my last day at the Arts Endowment.

First, I want to say what a pleasure it has been to work in your orbit these last few years and I mean to include the time I was on the Hill and you were at PFAW. You are an inspiration in the way you juggle such complex matters with unfailing grace, humor and skill. I wish you every ounce of luck over the next two and a half years as you wrap up the most exciting and positive Presidency in our lifetimes.

My other mission is to ask if you might relay the enclosed letter to the President in the hopes of helping this dear friend of mine complete a truly extraordinary collection. Douglass Campbell, who is about 80 years old now, has handwritten letters of every President written while in office except for LBJ and President Clinton. I have viewed the collection and it is truly a staggering thing to see. He is about to donate the entire collection to Yale University but hopes to complete it before doing so. My first attempt to help (via the WH Social Office to Nancy Hernreich) failed when Mr. Campbell got a form reply denying the request. Anything you can do to help would be so appreciated.

I will be around Washington for a month or so and then off on some travels. I do indeed want to follow up with you regarding my desire to work for the Adminstration in Europe beginning in the Fall. I will send you a resume soon and perhaps we can talk about it after that. My address and phone number are as follows:

Alexander D. Crary
9 Pomander Walk, NW
Washington, DC 20007
202-338-4667

Warmest best,

Alexander D. Crary
Chief of Staff

THE WHITE HOUSE
WASHINGTON

March 9, 1998

Ms. Joan Challinor
3117 Hawthorne Street, NW
Washington, DC 20008

Dear Joan:

Thank you so much for your wise comments. I have shared your thoughts with others here. Your observations are always most welcome and helpful.

Best wishes and thanks for writing.

You're a real inspiration!

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

FAX TRANSMITTAL FROM

JOAN R. CHALLINOR

DATE: March 4, 1998

TO: Melanne Verveer

ORGANIZATION: White House

FAX NUMBER: 456-6244

NUMBER OF PAGES INCLUDING THIS PAGE: one (1)

COMMENTS:

I have not sent you anything more about the Kenneth Starr situation since I wrote "what they cannot do at the ballot box, they will do by investigation." I have been feeling that better and sharper brains than mine were at work but yesterday, while listening to "All Things Considered," a phrase came into my mind that I wish to share with you. The Declaration of Independence speaks of "a decent respect to the opinions of mankind." I would suggest that "a decent respect to the opinions of the people of the United States" demands that Kenneth Starr cease, desist and leave office as the Special Prosecutor. Further words fail me to describe what I think of his vendetta against the President.

My greatest fear is that people, before they take a high government position, will look first for a good lawyer and then decide whether they will serve our government. Government service used to be a privilege and a duty undertaken with the highest motivations. Today, it can be an intolerable burden. The article in this morning's Post about the paucity of diaries will make it very difficult for historians of the future to grasp what lay behind the morass into which we have all fallen.

A decent respect for your time leads me to end this letter.

Best as always,

Joan

3117 HAWTHORNE STREET, N.W.
WASHINGTON, D.C. 20008
PHONE: 202-965-9447
FAX: 202-965-6115

THE WHITE HOUSE
WASHINGTON

February 23, 1998

Dr. Aram V. Chobanian
Dean
Boston University School of Medicine
80 East Concord Street
Boston, MA 02118

Dear Dr. Chobanian:

On behalf of the First Lady, thank you very much for your letter and invitation to speak at the Graduation Ceremonies of the Class of 1998 at Boston University School of Medicine in May.

Regrettably, the First Lady is unable to accept your kind invitation as she is scheduled to be out of the country during that time.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

Boston University
School of Medicine

80 East Concord Street
Boston, Massachusetts
02118-2394
617 638-5300
617 638-5258 (Fax)

Aram V. Chobanian, M.D.
Provost, Medical Campus
Dean, School of Medicine
John L. Sandson Distinguished
Professor of Health Sciences

February 13, 1998

Mrs. Hillary Rodham Clinton
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Dear Mrs. Clinton:

I am writing to invite you on behalf of the students and faculty to be the speaker at the Graduation Ceremonies of the Class of 1998 at Boston University School of Medicine on Sunday, May 17, 1998.

This occasion is particularly significant in the history of the School as we celebrate our Sesquicentennial anniversary. One hundred and fifty years go, the New England Female Medical College, with support from such individuals as Harriet Beecher Stowe and Louisa May Alcott, admitted 12 women and became the first institution in the United States dedicated to teaching medicine to women. Twenty-five years later, this school merged with Boston University, thereby creating the first coeducational medical school in the country. Boston University School of Medicine continued to be a pioneer in medical education, graduating, as examples, the first African American female physician, the first African-American psychiatrist, and the first African-American Secretary of Health and Human Services, Louis Sullivan, M.D.

Today, Boston University School of Medicine is the center of a flourishing urban academic health center, renowned for its patient care, biomedical research, and commitment to the community. This medical center includes Boston Medical Center, which in 1996was established through the nation's first full-asset merger of two municipal hospitals with a private teaching hospital. It also includes two VA hospitals, eleven neighborhood health centers, two graduate schools, a state-of-the-art research facility, and a growing number of biotechnology firms. Our major dedication to the community is evidenced by our receiving the Association of American Medical Colleges' Outstanding Community Service Award in 1995.

As we celebrate this special and historic anniversary, we are particularly proud of BUSM's heritage and commitment to the education of women in medicine. We feel it would be a particularly appropriate honor that you, Mrs. Clinton, who have been such an articulate spokesperson and strong advocate for health care reform and a role model for women throughout the world, should be the speaker at this special commencement ceremony.

The Medical School conferring of diplomas will be held at the World Trade Center in Boston on May 17th at 3:00 P.M. Further details regarding the ceremonies will be provided to your staff.

Boston University School of Medicine would be greatly honored by your participation in our commencement. We look forward to hearing from you concerning this invitation.

Sincerely,

Aram V. Chobanian, M.D.
Provost, Medical Campus, and
Dean, Boston University School of Medicine

AVC/dcl

Cc: Patricia Solis-Doyle
Melanne Verveer
Christopher C. Jennings

Boston University
School of Medicine

80 East Concord Street
Boston, Massachusetts
02118-2394
617 638-5300
617 638-5258 (Fax)

Aram V. Chobanian, M.D.
Provost, Medical Campus
Dean, School of Medicine
John L. Sandson Distinguished
Professor of Health Sciences

February 13, 1998

Ms. Patricia Solis-Doyle
Special Assistant to the President
Director of Scheduling for the First Lady
Office of Scheduling and Advance
185 Old Executive Office Building
Washington, D.C. 20502

Dear Ms. Solis-Doyle:

I am attaching for your information a letter I have sent to Mrs. Clinton, inviting her to be the speaker at this year's commencement of Boston University School of Medicine. The event will be on Sunday, May 17, 1998 at 3:00 P.M. in the World Trade Center in Boston.

As you will note from the attached letter, this is a particularly significant graduation, as Boston University School of Medicine is observing its one hundred and fiftieth anniversary. In 1848, the New England Female Medical College, founded as the first United States institution to teach medical courses to women, later merged with Boston University to become the nation's first coeducational medical school. In recognition of Mrs. Clinton's unparalleled leadership on behalf of health care reform and because of her advocacy for women throughout the world, it would be an especially fitting honor for us to have her speak at this historic commencement.

We would be happy to provide any further information you might need concerning the graduation event. Please do not hesitate to call me at 617-638-5300, or Betsy Stengel, BUSM's Director of Government Relations, at 617-638-4239.

We look forward to hearing from you in the near future concerning this invitation.

Sincerely,

Aram Chobanian

Aram V. Chobanian, M.D.
Provost, Medical Campus, and
Dean, Boston University School of Medicine

AVC/dcl

cc: Melanne Verveer ✓
Christopher C. Jennings

THE WHITE HOUSE
WASHINGTON

January 5, 1998

Ms. Martha Casey
O'Neill, Athy & Casey, P.C.
1310 Nineteenth Street, NW
Washington, DC 20036

Dear Ms. Casey:

Thank you very much for your letter and Dr. Malmud's invitation to the First Lady to participate in opening ceremonies for the Temple University Children's Medical Center.

Our scheduling office will contact the university once a decision has been made.

Thanks and best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

(P copy Patti

LAW OFFICES
O'NEILL, ATHY & CASEY, P.C.
1310 NINETEENTH STREET, N.W.
WASHINGTON, D. C. 20036
(202) 466-6535

December 22, 1997

Ms. Melanne Verveer
Chief of Staff to the First Lady
Office of the First Lady
The White House
Second Floor, West Wing
Washington, DC 20500

Dear Ms. Verveer:

Enclosed is an invitation from Dr. Leon Malmud of Temple University Hospital to the First Lady, asking her to participate in opening ceremonies for the Temple University Children's Medical Center. Temple can be quite flexible in scheduling this event, which could occur any time after January 29, 1998.

As Dr. Malmud points out in his letter, the Temple University Children's Medical Center will emphasize early intervention and preventive medicine, causes long championed by the First Lady. I have enclosed some background material on Temple, and the new facility. It would be most fitting, and a great honor, if she could attend.

Thank you for your attention. Please call me if you have any questions or you would like more information.

Sincerely,

Martha Casey

Martha Casey

MLC:ltw

Enclosure

Temple University
Health System

Leon S. Malmud, M.D.

3401 N. Broad Street
Philadelphia, PA 19140-5189

Tel (215) 707-8000
Fax (215) 707-3261

President & Chief Executive Officer
Temple University Health System

Senior Vice President,
Temple University
Dean, School of Medicine

December 18, 1997

Mrs. Hillary Rodham Clinton
The White House
1600 Pennsylvania Avenue, NW
Washington, DC

My Dear Mrs. Clinton:

Temple University Hospital, in late January 1998, will add a critical new element to the continuum of care it currently provides to the at-risk residents of North Philadelphia, a federally designated health professional shortage area. Temple University Children's Medical Center will open its doors with the same mission that Temple University Hospital has followed for over 100 years-the provision of healthcare to all patients regardless of their ability to pay. We would be honored if you would join us on this historic occasion.

Located in North Philadelphia, Temple University Hospital is the single largest provider of indigent care in the Commonwealth of Pennsylvania. Temple Children's will provide similar access to the highest quality care available to any child regardless of income, while maintaining preeminence as a major teaching hospital, associated with Temple University School of Medicine. Temple Children's will contain sixty pediatric beds, including ten intensive care beds and will be physically interconnected with Temple University Hospital by a skywalk, thus allowing for economies of scale in its technological and administrative infrastructure. The Hospital is also contiguous to the new Shriner's Hospital for Children (Philadelphia Unit) which will be re-located to the Temple University Campus, providing totally free care to infants and children requiring orthopedic re-constructive surgery and rehabilitation.

Your recent book, It Takes A Village, stresses prevention. It is precisely for that purpose that we at Temple University have committed our resources to a new Children's Hospital modeled on prevention to a much higher degree than any other institution has ever committed itself to in the Philadelphia area.

In order to provide the most cost effective care, and to stress preventive therapy, Temple Children's Medical Center will have only two of its ten floors committed to in-patient care. The remainder of the facility is dedicated to out-patient care and diagnostic studies with staffing enabling us to reach out into the community.

We at Temple are deeply grateful to you for your continuing efforts to assure access to quality healthcare for all Americans, particularly children. We share your commitment to that goal and believe that the programs we will institute at Temple Children's will greatly enhance our ability to provide the highest quality healthcare to all members of our community.

We would be greatly honored if you could visit our new hospital and see our work first hand on the occasion of the opening of Temple University Children's Medical Center.

Late January is our targeted opening time; however, we could delay the official opening in order to accommodate your schedule, recognizing the demands on your time. Your presence here would highlight all that we hope to achieve in this new endeavor. We sincerely hope that you might be able to join us. I look forward to hearing from you.

Best wishes for the holiday season.

Sincerely,

Leon S. Malmud, M.D.

LSM/cb

Attachments

BACKGROUND INFORMATION

Temple University Children's Medical Center ("Temple Children's")

Temple Children's will be largely a hospital without walls. Pediatric care of the future is expected to be primarily outpatient care. More than half of the clinical space in the new hospital will be devoted to physicians' offices and other facilities for outpatient care and programs to reach out into the community. Temple University Children's Medical Center will contain 60 pediatric beds, including 10 intensive care beds. It will also be contiguous to Shriners Hospital and just north of Temple University Hospital, to which it will be connected via a skywalk. Shriners (80 beds) and Temple Children's (60 beds) will complement the 27-bed neonatal intensive care unit already functioning at Temple University Hospital, creating a state-of-the-art 167-bed resource for children.

Temple Children's, located in Philadelphia, is a unique facility which will have a primary focus on pediatric outreach and intervention programs. Together with Temple University Hospital, Temple Children's will be able to provide a full continuum of care--from primary through tertiary care, from before birth throughout life. Thirty percent of infants born to mothers from Temple's surrounding area are delivered at Temple University Hospital. Because this is such a high-risk population, many newborns require further care, continuing in some cases for years. Rates of teenage and pre-teenage pregnancy are extemely high, as are rates of infectious disease (hepatitis, AIDS, etc.), pulmonary disease, and a wide range of other chronic and acute illnesses. Lead poisoning is endemic, with estimates that 80% of the children in the primary area around Temple have significant, measurable levels of lead in their bodies. Temple Children's will not be a high-cost quaternary care hospital, which would duplicate the focus of the other children's hospitals in the area. Instead, Temple will commit its resources to improving the health status of North Philadelphia's children. "Nothing is more important than the health and well-being of the children in the surrounding community" according to Dr. Leon Malmud (President & Chief Executive Officer of the Temple University Health System).

Temple Children's outreach efforts will target prenatal care (i.e. counseling for substance abuse, nutrition and smoking), incentives for well-baby check-ups, health screening for lead poisoning and asthma, immunizations, and community wellness events with an emphasis toward child abuse and sex education. A recent Philadelphia School System Survey of over 15,000 first grade children concluded... that nearly 80% of the children begin school with a significant problem or risk factor that makes them candidates for early academic failure. Our intervention and outreach programs will be designed to improve the health status of children, and contribute to the increased likelihood of academic success in this community.

Temple has taken two bold steps toward meeting the profound clinical needs of the children of its community: It has enabled Shriners Hospital for Children, Philadelphia Unit, to relocate to the Temple University Health Sciences Campus--the first time a major U.S. hospital has moved from a comfortable middle-class setting to an impoverished inner-city neighborhood. At the same time, Temple committed itself to construct a new children's hospital to complement the highly specialized free care provided by Shriners. The resulting project is an extraordinary partnership between a charity--Shriners Hospital, which delivers specialized care at no charge--and major teaching hospitals--Temple University Hospital and Temple University Children's Medical Center, which are committed to treating all patients regardless of ability to pay.

Temple University Hospital

Temple University Hospital is located in, and is the primary care provider for, North Philadelphia, a community with a nearly overwhelming array of health-related needs and high-risk factors. Nearly 30% of the area's population live in property--double the rate for the rest of Philadelphia. Many resident families are uninsured or under-insured and, therefore, suffer from limited access to primary care services. The population is almost entirely minority, mostly Black, with high numbers of children and women of child-bearing age.

North Philadelphia is among the worst areas in the country in terms of health status indicators and unmet health needs--and in particular, unmet health needs of its children. The lack of primary care for children in Temple's community is captured poignantly and appallingly in its morbidity and mortality indicators: the infant mortality rate in Temple's community is more than double that of the Department of Health and Human Service's Healthy 2000 target, and the percentage of low birth weight babies is nearly three times that of the Healthy 2000 target. Despite the presence of two other children's hospitals in the city, there remains an urgent need for preventive care as well as for state-of-the-art remedial care for infants and children in North Philadelphia.

Temple University Hospital is the clinical setting for the educational and research programs of all of Temple University Health Sciences Center, which comprises the Hospital, Temple's Schools of Medicine, Dentistry, and Pharmacy, and its College of Allied Health Professions. Many of these institutions serve as education sites for Temple medical students and residents. Temple is in the top 10% of all U.S. medical schools for total number of under represented minority students--African-American, mainland Puerto Rican, Mexican-American, and American Indian.

For more than 100 years, Temple University Hospital has served its community with compassion. During that time we have met the challenge of delivering critical inpatient and outpatient services while also serving as an academic medical institution. Temple is a major referral center for specialized treatment of patients from around the world. Temple University Hospital operates the world's busiest adult heart transplant program. It has nationally recognized programs in bone marrow transplantation, maternal and infant health, orthopedics/sports medicine, neurology and neurosurgery. Among Temple's medical contributions are the first use of hypothermia to reduce patients' bodily functions during surgery, first Sports Medicine Center, and first use of liquid breathing in human neonates; the first use of spinal anesthesia in the United States; and the first heart, heart-lung, and heart-kidney transplants in the Philadelphia region.

THE WHITE HOUSE
WASHINGTON

January 9, 1998

Sister Mary Cecilia, OSBM
President
Manor Junior College
700 Fox Chase Road
Jenkintown, PA 19046

Dear Sister Mary Cecilia:

I am deeply honored by the invitation extended from Manor Junior College to serve as this year's graduation speaker. However, I am unable to accept the role because I am scheduled to be in Europe with the President and First Lady on May 14.

Perhaps there will be another opportunity in the future. I have had great respect for Manor Junior College and the work of the Basilian sisters over many years.

I wish you and all associated with Manor much success and a Happy New Year.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

Manor
Junior College
America's Premier Two-year Catholic College

December 2, 1997

Melanne Verveer
Office of the First Lady
OEOB Room 100
Washington D.C. 20501

Dear Ms. Verveer,

On May 14, 1998, Manor Junior College's year-long celebration of its 50th Anniversary will culminate with our 50th Commencement Exercises. On behalf of myself and the chairman of the college Board of Trustees, we would be honored if you would serve as Manor's graduation speaker.

Manor Junior College was founded in 1947 by the Ukrainian Sisters of Saint Basil the Great, who honored you at their *Honors Banquet* on September 26 of this year. Perhaps you are familiar with Manor Junior College's Ukrainian Festival, which celebrated its 20th year in October, and our Easter Pysanky Expo, held each March. These are just two examples of how Manor Junior College continues to maintain ties with its heritage. In addition, we house a Ukrainian Heritage Studies Center on campus.

On the occasion of our 50th Anniversary Commencement, it would certainly be a treat to welcome such an esteemed individual as yourself as our guest graduation speaker. Considering the unique perspective that I am sure your position as Chief of Staff to the First Lady provides, I know our students, faculty and staff would benefit from hearing your words.

Enclosed are some materials on Manor and its curriculum and traditions to help familiarize you with our college. Manor Junior College is a fully-accredited, private, Catholic, co-ed, college offering two-year Associate Degree and Transfer programs within our divisions of Allied Health, Science & Math; Business; and Liberal Arts. The College is located in Jenkintown, Montgomery County, Pennsylvania, a suburb of Northeast Philadelphia. Most of our students are from Philadelphia and its surrounding areas. We also have many Ukrainian students enrolled at the college.

It is imperative that we confirm our arrangements for graduation and would appreciate a reply by January 16, 1998. We sincerely hope that you will join us the evening of May 14 and look forward to hearing from you.

Sincerely,

Sister Mary Cecilia, OSBM
President

Manor Junior College • 700 Fox Chase Road • Jenkintown, PA 19046 • (215) 885-2360 • Fax (215) 576-6564

MANOR JUNIOR COLLEGE

JENKINTOWN, PENNSYLVANIA

The College and Its Mission

Manor Junior College is a private, coed Catholic college founded in 1947 by the Ukrainian Sisters of Saint Basil the Great. The College is characterized by its dedication to the education, growth, and self-actualization of the whole person through its personalized and nurturing atmosphere. Upon graduation, 40 percent of Manor's students are employed in their chosen fields; the remaining 60 percent of students transfer to four-year institutions to earn baccalaureate degrees. There are 650 full- and part-time students enrolled at Manor. Extracurricular activities include honor societies, men's intercollegiate soccer and basketball, and women's intercollegiate volleyball and basketball, as well as intramural sports, the yearbook, and special interest and cultural clubs.

Manor provides free counseling and tutoring services through an on-campus learning center. Trained counselors are available to assist students on an individual and confidential basis for academic, career, and personal concerns. Upon entering Manor, students are assigned an academic adviser, who provides guidance and support throughout their Manor experience. Transfer counseling is available for students interested in pursuing a four-year degree.

The College's 35-acre campus includes a modern three-story dormitory, a library/administration building, and an academic building that also houses the bookstore, dining hall, an auditorium/gymnasium, and a student lounge. The Ukrainian Heritage Studies Center and the Manor Dental Health Center are also located on the campus grounds. Manor is accredited by the Middle States Association of Colleges and Schools.

Academic Programs

Manor offers career-oriented, two-year associate degrees, as well as transfer programs for the purpose of pursuing a bachelor's degree. Internships provide theory with practice, enhancing employment opportunities. The liberal arts core ensures mobility and future advancement. Manor offers fourteen programs with thirteen majors leading to associate degrees, six certificate programs, one diploma program, and a transfer program through its three divisions: Liberal Arts, Allied Health/Science/Math, and Business.

The Liberal Arts Division offers **Associate in Arts** degrees in early childhood education, psychology, and liberal arts. In addition, the Liberal Arts Division provides a liberal arts and psychology transfer major, as well as an elementary education transfer major, an early child care major, a human services major, and a Ukrainian-Slavic studies concentration. The Allied Health/Science/Math Division offers **Associate in Science** degrees in expanded functions dental assisting, dental hygiene, medical laboratory technology, and veterinary technology. This division also includes allied health transfer programs for students who seek preprofessional programs in animal science, diagnostic imaging, general sciences, nursing, occupational therapy, and physical therapy. The Business Division offers **Associate in Science** degrees in accounting, administrative assistant and legal and medical office management, business administration, business administration/computer science, business administration/international business, court reporting, health-care management, office technology, and paralegal studies. There are certificate programs in administrative assistant studies, legal and medical office management, health-care management, human resources management, office technology, and business administration/international business. A diploma program in court reporting is also offered.

The Offices of Part-time Admissions and Professional Development support businesses and nontraditional students by offering part-time day, evening, and summer classes. The Professional Development Office also offers workshops and seminars throughout the year in response to community, business, and other industry needs.

Off-Campus Programs

Externships are incorporated into the academic studies programs. Students earn credits as they gain practical experience under the supervision of professionals in a specific field of study. Externships are offered in the career-oriented programs of study and in some transfer programs.

Manor's affiliation with several area hospitals enables the allied health program student to fulfill clinical requirements at these sites. Students in other programs of study serve externships in law offices, courtrooms, day-care centers, businesses, health-care organizations, and veterinary facilities. Manor has 2+2 and 2+3 articulation agreements with major allied health universities and other local universities.

Credit for Nontraditional Learning Experiences

Manor Junior College awards credit by examination for college-level learning through the College-Level Examination Program (CLEP). If an individual has knowledge of a particular subject area, via job-related experience or through life experience, there are college-level examinations one can take in order to receive college credit for such knowledge. In addition, Manor administers exemption tests for courses not available through CLEP, provided the respective division chairperson and the Academic Dean have received and accepted an application made by the student.

Costs

Tuition for the 1996–97 academic year was $7060 for full-time studies. Part-time study was $185 per credit hour. Students in certain allied health programs paid an additional $500 per year for full-time study or an additional $86 per credit hour for part-time study. On-campus room and board are available for men and women at $5800 a year. There is an additional $600 fee for a private room. Other fees include a $250 general fee per year and a $100 graduation fee.

Financial Aid

Manor Junior College offers need-based financial aid to eligible applicants in the form of grants, loans, and campus employment. Scholarships are awarded on the basis of academic promise. Approximately 85 percent of Manor's students receive some form of financial aid. Federally funded sources include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Student Loan, Federal PLUS loan, and Federal Work-Study. State-funded programs offered are the PHEAA State Grant and State Work-Study programs. The institutionally funded sources are the Manor Grant and the Resident Grant.

Scholarships available for attendance at Manor include the following: Manor Presidential Scholarship; Joseph and Rose Wawriw Scholarships; Henry Lewandowski Memorial Scholarship; Elizabeth A. Stahlecker Memorial Scholarship; Mary Wolchonsky Scholarship; John Woloschuk Memorial Scholarship; George Harbison Memorial Scholarship; Alexander Wowk Memorial Scholarship; Eileen Freedman Memorial Scholarship; Manor Allied Health, Science, and Math Division Scholarship; Business Division Scholarship; Liberal Arts Division Scholarship; Basilian Scholarships; Scholar Athlete Award; St. Basil Academy Scholarship; Wasyl and Jozefa Soroka Scholarships;

and International Scholarships. Eligibility for these scholarships varies. Applicants should check with the Admissions Office for details.

Faculty

There are 22 full-time and 70 part-time faculty members at Manor. Forty-six percent of the faculty members have master's degrees and 26 percent possess doctorates in their field. Faculty members spend three fourths of their time teaching and the remainder counseling and advising students. The overall faculty-student ratio is 1:8. Small class size allows for personal attention in an environment conducive to learning.

Student Body Profile

Of the approximately 650 full- and part-time students enrolled at Manor, 204 entered the College as full-time freshman students in 1996. Fifteen percent of that freshman class live in the on-campus residence hall. Twenty-two percent of the 1996 freshman class are members of minority groups, and 9 percent are international students from Ukraine, Japan, Korea, Brazil, Haiti, Jamaica, Thailand, China, and Romania.

Student Activities

Manor encourages students to develop leadership skills through active participation in all aspects of college life. A variety of options for extracurricular participation fall under the umbrella of Manor's student services department, including the Student Senate, athletic teams, and clubs. The Student Senate forms an important part of the College community. The Senate, representing the student population, responds to student interests and concerns and acts as a liaison between the administration and the student body. Other extracurricular activities include intercollegiate men's and women's basketball, intercollegiate men's soccer, and intercollegiate women's volleyball. Manor's sports teams compete in the Eastern Pennsylvania Collegiate Conference. Additional extracurricular activities include the honor societies, intramural sports, the yearbook, the Manor Junior College Chorus, and various special interest and cultural clubs. Student services is also responsible for the campus ministry, the counseling center, the residence hall, and the on-campus security force.

Facilities and Resources

The Academic Building (also called Mother of Perpetual Help Hall) includes classrooms, lecture rooms, laboratories, the chapel, the offices of student services, campus ministry, and counseling. The Academic Building is equipped with up-to-date facilities, including biology, chemistry, and clinical laboratories, as well as modern IBM-compatible microsystems network labs. The Learning Center provides professional and student tutors in all College subjects and conducts workshops in study and research skills. Courses in English as a second language are also offered at the center.

The Basileiad Library has the capacity for 60,000 books, periodicals, and journals. The Library includes a reserve room, reading areas, a micromedia room, and stack areas. The current library collection contains 50,000 volumes, including a special law collection, and subscriptions to 206 periodicals and newspapers. The Library also houses the Small Business Resource Center, which helps local businesses with the solutions to everyday problems.

An on-campus community Manor Dental Health Center was established in 1979 as an adjunct to the Expanded Functions Dental Assisting Program. Located on the lower level of St. Josaphat Hall, the center provides students enrolled in the Expanded Function Dental Assisting (EFDA) Program or the Dental Hygiene Program at Manor with training under the direct supervision of faculty dentists. Currently, over 2,000 patients receive care, including the following services: general dentistry, oral hygiene, orthodontics, prosthodontics, endodontics, and cosmetic dentistry. Because Manor Dental Health Center is a teaching facility, the fees charged for services are lower than those charged by private practitioners. Community residents are welcome as patients.

The Ukrainian Heritage Studies Center, located on campus, preserves and promotes Ukrainian heritage, arts, and culture through four areas: academic programs, a museum collection, a library, and archives. Special events, exhibits, workshops, and seminars are offered throughout the year. Each year, the center sponsors the Ukrainian Festival in the fall and Pysanky Expo in the spring. The center is open to the public for tours and educational presentations by appointment.

Location

Manor is located in Jenkintown, Pennsylvania, 15 miles north of center city, Philadelphia. Manor is accessible via public transportation and is located near the Pennsylvania Turnpike, Route 611, U.S. 1, and Route 252. Centers of cultural and historic interest are found in nearby Philadelphia, Valley Forge, and beautiful Bucks County. Manor's suburban campus is within walking distance of a large shopping mall, medical offices, and a township park.

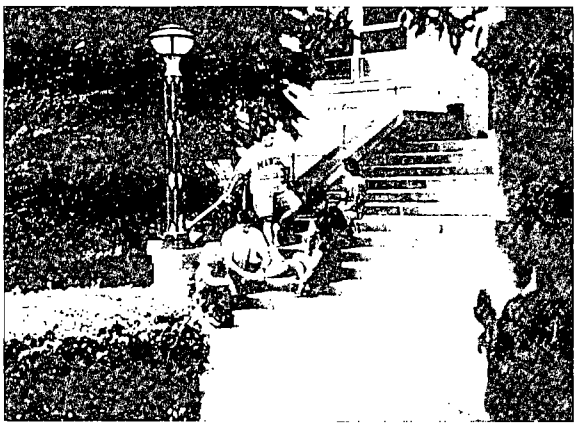
Admission Requirements

Manor is open to qualified applicants of all races, creeds, and national origins. Candidates are required to have a high school diploma or its equivalent. Admission is based on the applicant's scholastic record, test scores, and interviews. The application procedure involves submission of a completed Manor application form, a high school transcript, SAT I or ACT scores (these scores are not required for students over 21 years old), and completion of Manor's entrance/placement test (waived for candidates who hold the baccalaureate degree). Transfer students must submit transcripts of all college work completed. International students must also submit results of the Test of English as a Foreign Language (TOEFL).

Application and Information

Manor has a rolling admission policy. Students may apply for admission in either the fall or the spring semester. Students interested in attending Manor Junior College are invited to visit the campus and meet with admissions staff, faculty members, program directors, and students. Open houses, career days and nights, and classroom visits are scheduled throughout the year. The Admissions Office is open Monday through Friday, 8:30 a.m. to 6 p.m. (Saturday hours may be arranged). Admissions staff members can schedule visits and answer questions concerning admission, careers, programs, special features, and student life. Application forms, program-of-study bulletins, viewbooks, and catalogs may be received by writing to:

L. Jerry Czenstuch
Dean of Admissions
Manor Junior College
700 Fox Chase Road
Jenkintown, Pennsylvania 19046
Telephone: 215-884-2216



Manor Junior College students relax between classes on the steps outside Mother of Perpetual Help Hall.

RECYCLED PAPER PRINTED WITH SOY INK

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MANORAMA

1995-1996 Annual Report magazine for the Manor Junior College community

February, 1997

Volume 18, Number 1

After two terms as President of Manor,

do we hear three..?

Sister Mary Cecilia, OSBM, prepares to enter her third term as President of Manor Junior College.

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Alumni News

FALL 1997

PRESENTING MANOR'S TOP 10 ALUMNI

News for the Alumni of **Manor Junior College**
Jenkintown, PA

THE WHITE HOUSE
WASHINGTON

Dear Sr. Mary Cecilia,

I am deeply honored by ~~the~~ the invitation extended for Mount Mercy College to serve as this year's graduation speaker. It is with deep regret that regretfully, I ~~am not in a position to accept~~ am unable to accept the role ~~I am scheduled to be in~~ because I ~~must~~ am scheduled to be in Europe with the President and First Lady ~~of~~ ~~that~~ ~~First Activities~~ on May 14.

THE WHITE HOUSE
WASHINGTON

Perhaps there will be another opportunity in the future. I have had great respect for Mount Mercy College and the Basilian priests ~~who have taught~~ over many years.

Sincerely yours,

Ronald Reagan

I wish you & all associated with ~~Mount~~ much success and a happy new year.

S.

THE WHITE HOUSE
WASHINGTON

January 9, 1998

Ms. Ellen Chessler
Senior Fellow
Open Society Institute
400 West 59th Street
New York, NY 10019

Dear Ellen:

Thank you very much for your very thoughtful letter and for the book, which I have given to the First Lady. Congratulations too on your position with Open Society which supports so many critically important endeavors. There's a good chance that Hillary and George Soros will be getting together some time this month to discuss their mutual concerns.

It was wonderful to hear from you and to see you at the Women's Leadership Forum's New York event. Best wishes and Happy New Year.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

OPEN SOCIETY INSTITUTE O S I

GEORGE SOROS
(Chairman)

ARYEH NEIER
(President)

December 2, 1997

Melanne Verveer
Chief of Staff
Office of the First Lady
The White House
1600 Pennsylvania Avenue, NW
Washington, D.C. 20006

Dear Melanne:

With Lissa's departure, my regular courier service to the First Lady has been cut. So I hope you won't mind if I ask you to see that she gets the enclosed letter and book, which I know she'll find compelling and reassuring.

I gather from Judy Lichtman and my other D.C. sources that you are thriving in your new position, though the responsibilities are, of course, substantial. I hope you're managing to keep your head above water.

If I can ever be of help, please now know that you can reach me here at The Soros Foundations, where I've taken on the responsibility of helping to shape new initiatives in women's rights.

I look forward to hearing from you, and again many thanks for adding mail service to your obligations.

With best wishes, as always.

Warmly,

Ellen Chesler
Senior Fellow

400 West 59th Street, New York, New York 10019 • Phone: 212. 548. 0600 • Fax: 212. 548 4679 • Website http://www.soros.org

THE WHITE HOUSE
WASHINGTON

January 12, 1998

Ms. Heidi Cusick
Columbia University
Graduate School of Journalism
Mail Code 3800
2950 Broadway
New York, NY 10027

Dear Ms. Cusick:

Thank you very much for your letter and invitation to the First Lady to deliver the keynote address to the "Damaged Kids, Delinquent Reporting? Covering Children and Violence" conference in April.

It is too early at this time to determine whether the First Lady will be able to attend. Our scheduling office will contact you once a decision has been made.

Thanks and best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
GRADUATE SCHOOL OF JOURNALISM

Pls make a copy to Patti H

January 1, 1998

Melanie Verveer, Chief of Staff
Office of the First Lady
The White House
1600 Pennsylvania Ave. NW
Washington, DC 20500-0003

Dear Ms. Verveer,

This is a follow-up letter ~~to an invitation~~ we have sent to the First Lady to request her to be the keynote speaker on April 1, 1998, when the Prudential Fellowship for Children and the News at Columbia University will host a conference to discuss media coverage of children and violence. I have received a note from Patti Solia Doyle saying that her schedule has not be set for that time so I thought I would send you and her an update on who has accepted our invitation to speak. And a list of who we have invited to speak at the conference.

As the nation's leading voice for children, we feel that Mrs. Clinton's participation in the conference would be invaluable to bring attention to this important issue. We are asking her to speak at 9:00 a.m. for thirty minutes. Drawing from the same philosophy she expounds so eloquently in *It Takes a Village*, a variety of speakers from journalists covering kids beats to education, health and social service experts, to teenagers will shed more light on the complex issues around raising children.

The title of the conference is Damaged Kids, Delinquent Reporting? Covering Children and Violence The keynote speech will be followed by two panel discussions The focus of the first one, Media-made Monsters?, is on how the media perpetuates stereotypes of kids as perpetrators and as victims. The panel will be composed of three or four speakers including Dr. Lawrence Aber, Director of the National Center for Children in Poverty, and one teen age reporter from New Youth Connections, a teen newspaper in New York.

The next panel is Roots of Violence—The Stories we Miss. On this panel we will look at the whole life of kids, the complex interconnected roles of home, neighborhood and the legal system. Dr. Deborah Prothrow Stith of Harvard University is one of the confirmed speakers. Afterwards there will be a skit done by teens from either the Jackie Robinson program in Brooklyn or Resolving Conflicts Creatively.

Finally there will be a wrap-up by Dr. James Garbarino of Cornell University's Center for Children and Family Life and an editor who will talk about what the media can do We have invited Ann Marie Lipinski from the Chicago Tribune.

Thank you for considering this invitation. We are also inviting the First Lady, if it fits in her schedule to remain for the whole conference, to a small luncheon with the other speakers and a few invited journalists. We look forward to your reply.

Sincerely,

Heidi Cusick

Heidi Cusick, conference coordinator
212-242-1700

THE WHITE HOUSE
WASHINGTON

March 20, 1998

Ms. Barbara Castellan
Executive Director
Gads Hill Center
1919 West Cullerton Street
Chicago, IL 60608-2697

Dear Ms. Castellan:

Thank you very much for your letter and invitation to the First Lady to speak to the Centennial Anniversary Benefit Gala in Chicago on April 18.

I have forwarded your letter to our scheduling office and they will contact you once a decision has been made.

Best wishes.

Sincerely,

Melanne Verveer
Chief of Staff to
the First Lady

(P)
to Scheduling

Serving the Lower West Side Community Since 1898

GADS HILL CENTER
1919 WEST CULLERTON STREET
CHICAGO, ILLINOIS 60608-2697
(312)226-0963
FAX: 226-2248

March 12, 1998

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Executive Director

Directors

Life Directors

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Ms. Melanne Verveer
Chief of Staff
Office of the First Lady
The White House
Washington D C 20036

Dear Ms. Verveer:

Elaine Weiss, associate executive director of the American Bar Association in Chicago, suggested that I send you the enclosed copies of my letter to Patti Solis Doyle and invitation to Mrs. Clinton to address our agency's Centennial Anniversary Gala, on a date that is convenient for her during the year ahead

Thank you for whatever assistance you can provide in helping us make this dream come true for all of us at Gads Hill Center and all of those we serve.

Sincerely,

Barbara Castellan
Executive Director

Encls.

Serving the Lower West Side Community Since 1898

GADS HILL CENTER
1919 WEST CULLERTON STREET
CHICAGO, ILLINOIS 60608-2697
(312)226-0963
FAX. 226-2248

March 12, 1998

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Mrs. Hillary Rodham Clinton
ATTN: Ms. Patti Solis Doyle
Director of Scheduling
Office of the First Lady
The White House
Washington, D.C. 20036

Dear Mrs. Clinton:

On behalf of the directors, staff and friends of Gads Hill Center, we are writing to invite you to be our honored guest and to speak at our Centennial Anniversary Benefit Gala, to be held in Chicago on a date that will accommodate your busy schedule, anytime during the year beginning April 18, 1998, the Center's actual 100th birthday.

The Benefit Gala, a formal dinner to be held at a suitable location, will be a highlight of a year-long schedule of community events to mark the occasion of Gads Hill Center's Centennial. We will be celebrating the Center's historic contributions to generations of Chicagoans, beginning as a settlement house and growing through the decades to become a family resource center serving some 3,000 low- and moderate-income people of all ages on Chicago's Lower West Side.

A brief history and description of Gads Hill Center and the invaluable services it provides is enclosed.

We would be especially grateful if you chose to share with our banquet guests your thoughts on the importance of child care, early childhood education and preparation for the youth of our cities and all of America. We hope you will see the occasion as a timely and friendly forum for comments of your choice, especially with respect to your vision for our nation's youth and families in the next millennium.

Our own exciting initiative for the new millennium, the Gads Hill Center for Children and Families, builds squarely on your vision of providing affordable, quality child care for the children of working parents. Beginning in late 1998, this new Center, in collaboration with Chicago's Sinai Community Institute, will serve more than 200 children and their families. Many of these families will participate in a welfare to sufficiency effort to be known as "LifeWork." With funding for this project committed by the city, state and United Way of Chicago, the Center will in its first year help 100 families receive pre-employment counseling, career path training, and paid employment. Our training for home child care providers will help others become licensed care providers, helping them achieve successful entrepreneurial futures.

If your schedule permits, and you are able to be with us, we will be pleased to work with your office to make the necessary arrangements. We know that we are joined in asking you to be our guest by many government, civic, community, religious and education leaders in the city that is so proud to claim you as its native daughter.

Thank you for your consideration of our request. It is submitted with a great deal of pleasure and pride in the excellent work you are doing on behalf of children and families throughout the world.

Very sincerely,

Barbara Castellan
Executive Director

James P. Brett
Chair, Board of Directors

Encls.

Copies to:

Sen. Richard Durbin
Sen. Carol Moseley-Braun
Rep. Luis Gutierrez
Mayor Richard M. Daley
Alderman Daniel Solis
The Hon. Neil Hartigan
Ms. Elaine Weiss

Jody -

I called them to regret this.

-Kath

Sent copy to Jody 4/9/98