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DEDICATION

Those of us who worked so closely with Dr. Hugo V. Mailey,
Director of the Institute of Regional Affairs, sorely miss the touch of
his unique personality and the strength of his leadership and guidance.

We, therefore, respectfully dedicate this Annual Report to
him, trusting he will forgive our inadequacies.

130741



HUGO V. MAILEY
JUNE 29, 1915 — MARCH 8, 1971
DIRECTOR
INSTITUTE OF REGIONAL AFFAIRS

FOREWORD

The Institute of Regional Affairs, first organized in 1951 as the Institute of Municipal Government, has just entered its twentieth year of service to the College and to the Community. At the close of each year ending on the thirtieth of June an Annual Report has been submitted by its Director to the President and the Board of Trustees to review and summarize its performance. Its content and form have undoubtedly changed as the Institute matured with experience, but its primary purpose remains the same - to provide the custodians of the College's destiny with tangible criteria to evaluate attainment of declared objectives and to reiterate or establish policies designed to the philosophy of the College. Responsibility for the compilation of the report has been the Director's.

The preface or foreword of previous reports reaffirmed "the credence that the Institute supports the processes of change in Northeastern Pennsylvania which have become the basic concerns of the leaders of the region". The content of each evidenced the Institute's contribution to the College's overall participation in support of productive change throughout the area of its influence.

This Nineteenth Annual Report, covering the period July 1, 1970 to June 30, 1971, repeats the affirmation and adheres to the traditional criteria for selection of content.

Beyond this point, this Annual Report differs in many respects from its predecessors, but particularly in the lesser comprehensiveness of the

treatment of the Institute's total performance. The sudden and tragic death of Dr. Mailey, late Founder and Director of the Institute, who alone knew every large and small detail of IRA's operations, placed upon the individual staff members responsibility for completion of projects known to have been initiated by him. This has been, and continues to be done. Despite careful search of notes and files, as well as comparisons of personal recollections by members of the professional and clerical staff, the latter have grave doubts about the completeness of the Report content. Should any omissions occur, the staff accepts full responsibility, content in the conviction that the contents of the Report on this year's activity under Dr. Mailey's brief leadership and direction are more than sufficient to warrant pride and satisfaction.

Whatever accomplishments of the Institute were achieved prior to the Director's passing are attributable mainly to his personal dedication, initiative, and competence. Work completed thereafter would have been even more taxing than it was without the sympathetic understanding and personal cooperation of President Michelini and Dr. David Leach, Chairman of the Division of Social Sciences, who gave the leaderless professional staff direction with freedom.

The College should not overlook the contribution of the many individuals and agencies outside of the College family who assisted with various programs throughout past and present year. Special mention is

warranted for the Department of Community Affairs, the Public Service Institute of the Department of Education, county and local directors of Civil Defense and others who bore such a large share of the instructional load in the highly successful In-Service Training Program. Above all, perhaps, most appreciation belongs to those hundreds of individuals who have become friends of Wilkes as voluntary participants in IRA activities.

| | | |
|---|---------------------|----|
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PART V SUMMARY

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PART I
EDUCATION

I. EDUCATION

The quality of local government can be no better than the quality of its elected and appointed officials and its employees. The Jacksonian view that the work of government is so simple that practically anyone is capable of doing it has completely lost any validity it may ever have had. The demands on local government have grown in number and complexity with the urbanization of the nation and simple "handy-man" methods are no longer adequate to solve the pressing problems of municipalities-large or small. Statutory requirements and limitations relating to elected and appointed officials have become too extensive and complicated to be known and understood without deliberate and guided study. The modern demands for high quality of multiplying municipal services calls for more sophisticated work methods. Thus, in the final analysis, the quality of local government depends upon appropriate knowledge of duties and responsibilities and technical competence. Unfortunately, officials and job holders are still left largely to their own devices to gain the knowledge and develop the technical competence required.

There are, of course, no training schools as such for public officials and municipal employees in Northeastern Pennsylvania. Few local units provide even a modicum of formalized and organized training for employees. The Institute of Regional Affairs, therefore, seeks to fill this crucial need for education and training by providing a broad range of short courses, seminars, and conferences pertaining to urban problems. These are all intended to broaden and improve the

awareness and understanding of urban problems and thereby to assist in the development of enlightened leadership in the region. The Institute assists both lay and governmental leaders and employees to discharge their responsibilities and master complex problems under academic auspices.

Technical training is becoming increasingly important in many technical, semi-technical, and para-professional positions. The Institute provides such training opportunities through its growing short course program offered in cooperation with the Public Service Institute of the Pennsylvania Department of Education. For the most part, instructional compensation for these courses is paid by the Public Service Institute. Other courses deemed of value by IRA, but which do not fall within the state's program, are financed with funds made available through the College.

Seminars and conferences on a wide range of topics of vital interest to the region are held throughout the year, utilizing the special talents of members of the faculty and individuals outside of the college having special competence. These activities extend the range of the educational program beyond government to the general public.

A. In-Service Training

Goals

The In-Service, or short course, Program of the Institute is based upon the assumption that training is not only directly beneficial to the individual, but as well to the municipality which he serves. Its objectives are:

1. To develop the special skills required for effective and efficient performance of job duties;
2. To update knowledge of changing needs and methods in specific job areas;
3. To stimulate an awareness of the contribution of the individual's job to the total effort of the department and government as a whole; and,
4. To prepare the individual for other duties (his next job), and when appropriate, develop his capacity for a different job of higher grade and responsibilities.

Short-Course Program 1970-71

Course completions in the 1970-71 term reached a new high. Certificates of Attainment, awarded by the Public Service Institute, were earned by 689 local officials and employees. . Seventeen instructors, drawn from the College and the community, taught the following 18 courses which ran from one to 15 two-hour sessions:

| <u>Course</u> | <u>Instructors</u> | <u>Number Completions</u> |
|-------------------------|--------------------|---------------------------|
| Advanced Assessors | Thomas Garrity | 16 |
| Advanced Communications | Albert Spunar | 9 |
| Advanced Secretaries | Walter H. Niehoff | 13 |
| Ambulance Attendant | Anthony Broody | 131 |
| Auxiliary Police | Walter E. Wint | 36 |
| Basic Communications | Albert Spunar | 15 |

Course Completion
1970-71
CONTINUED

| | | |
|--|-------------------------------------|-----------|
| Civil Defense Operations | Nicholas H. Souchik | 14 |
| Collective Bargaining | Atty. David Koff | 20 |
| Fire Apparatus Maintenance | Raymond McGarry | 19 |
| Fire Ground Strategy | B. J. Gross | 139 |
| Light Duty Rescue (Hazelton) | Thomas Bast | 25 |
| Light Duty Rescue (Wilkes-Barre) | B. J. Gross | 24 |
| Medical Self Help | Anthony Broody | 63 |
| Principles of Urban Renewal and Housing | Philip R. Tuhy Edward Heiselberg | 35 |
| Public Works Equipment Management | Robert Betzler Leo Corbett | 7 |
| Radiological Monitoring | John Sulcoski | 89 |
| Small Arms | John W. Lowe | 7 |
| Township and Borough Auditors | E. Cleaver Geist | <u>27</u> |
| | | 689 |

Growth of Short-Course Program

The Short-Course Program was initiated in 1951 by the Institute of Municipal Government. A course for Borough Councilmen was the only offering, and 29 individuals received certificates of completion. In the ensuing years, the number of offerings, number of participants, and the geographic area served, have all

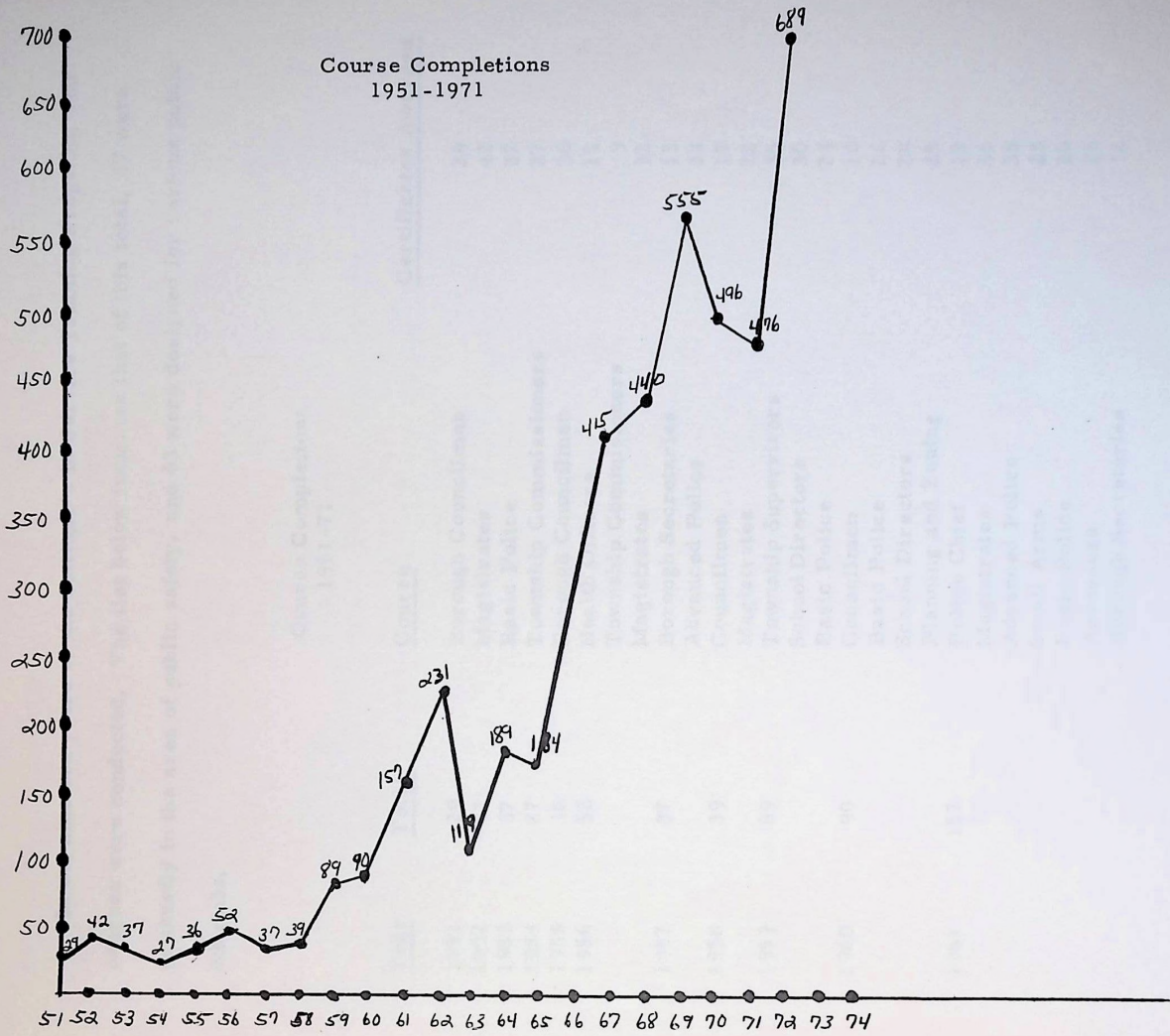
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grown consistently. Initially, the participants were virtually all from the immediate Wilkes-Barre area. Today, most enrollees are residents of Luzerne and Lackawanna counties, but each year an increasing number enroll from other counties in the Northeastern Region, and a few from counties beyond.

In the nineteen years in which the Institute has conducted this program, 4,429 officials and employees have completed short courses, and have thus received significant training of value to themselves and their municipalities not otherwise available. This growth is indicated by the following graph:



Course Completions
1951-1971



In the nineteen years of the Institute's In-Service Training Program, 160 courses were conducted. The list below indicates that of this total, 97 were primarily in the area of public safety, and 63 were designed for various public officials.

Course Completions
1951-71

| <u>Year</u> | <u>Total</u> | <u>Course</u> | <u>Certificates Awarded</u> |
|-------------|--------------|------------------------|-----------------------------|
| 1951 | 29 | Borough Councilmen | 29 |
| 1952 | 42 | Magistrates | 42 |
| 1953 | 37 | Basic Police | 37 |
| 1954 | 27 | Township Commissioners | 27 |
| 1955 | 36 | Borough Councilmen | 36 |
| 1956 | 52 | Health Officers | 11 |
| | | Township Commissioners | 9 |
| | | Magistrates | 32 |
| 1957 | 37 | Borough Secretaries | 13 |
| | | Advanced Police | 24 |
| 1958 | 39 | Councilmen | 17 |
| | | Magistrates | 22 |
| 1959 | 89 | Township Supervisors | 35 |
| | | School Directors | 30 |
| | | Basic Police | 24 |
| 1960 | 90 | Councilmen | 10 |
| | | Basic Police | 26 |
| | | School Directors | 29 |
| | | Planning and Zoning | 25 |
| 1961 | 157 | Police Chief | 12 |
| | | Magistrates | 26 |
| | | Advanced Police | 38 |
| | | Small Arms | 23 |
| | | Basic Police | 20 |
| | | Assessors | 26 |
| | | Borough Secretaries | 12 |

Course Completions 1951-71

(2) CONTINUED

| | | | |
|------|-----|----------------------------------|----|
| 1962 | 231 | Magistrates | 31 |
| | | School Educational Secretaries | 11 |
| | | Small Arms | 8 |
| | | Township Supervisors | 15 |
| | | Traffic Management | 12 |
| | | Zoning | 20 |
| | | Highway Maintenance | 19 |
| | | Fire Administration | 11 |
| | | Penal Code | 35 |
| | | Planning | 15 |
| | | School Directors | 33 |
| | | Intoxication and Law Enforcement | 21 |
| 1963 | 119 | Assessors | 25 |
| | | Basic Police Report Writing | 15 |
| | | Fire Fighter Instructors | 18 |
| | | Personnel Supervision | 10 |
| | | Municipal Fire Administration | 13 |
| | | Small Arms | 17 |
| | | Magistrates | 21 |
| | | Youth Control | 59 |
| 1964 | 189 | Rural Assessment | 12 |
| | | School Directors | 23 |
| | | Small Arms | 18 |
| | | Township Supervisors | 15 |
| | | Arson Detection | 38 |
| | | Criminal Investigation | 28 |
| 1965 | 184 | Fundamentals of Fire Fighting | 37 |
| | | Magistrates | 18 |
| | | Fundamentals of Fighting | 78 |
| | | School Law | 6 |
| | | Assessors | 12 |
| | | Magistrates | 23 |
| | | Small Arms | 15 |
| | | Hydraulics | 20 |
| | | Zoning | 25 |
| | | Community Planning | 5 |
| 1966 | 415 | Penal Code | 11 |
| | | Basic Police | 28 |
| | | Principles of Inspection | 31 |
| | | Magistrates | 23 |
| | | Assessors | 17 |
| | | Shelter Managers | 5 |

Course Completions 1951-71

(3) CONTINUED

| | | | |
|------|-----|---|-----|
| | | Civil Defense Adult Education | 7 |
| | | Basic Rescue | 18 |
| | | Civil Defense for Local Government | 20 |
| | | Civil Defense for Local Directors | 16 |
| | | Light Duty Rescue | 20 |
| | | Radiological Monitoring | 44 |
| | | Auxiliary Police | 83 |
| | | Fundamentals of Fire Fighting | 92 |
| 1967 | 440 | Radiology | 22 |
| | | Radiology Monitoring | 10 |
| | | Criminal Law | 56 |
| | | Councilmen & Commissioners | 9 |
| | | Civil Defense for Local Government | 37 |
| | | Auxiliary Police | 43 |
| | | Control Center Operations | 28 |
| | | Fundamentals of Purchasing | 5 |
| | | Light Duty Rescue | 49 |
| | | Shelter Management | 9 |
| | | Small Arms | 9 |
| | | Medical Self-Help | 57 |
| | | Rural Assessment | 6 |
| | | Basic Police Procedure | 14 |
| | | Fire Ground Attack | 21 |
| | | Fundamentals of Fire Fighting | 43 |
| | | Civil Defense Management for Local Directors | 22 |
| | | Advanced Police Course | 38 |
| 1968 | 555 | Minor Court Procedure | 36 |
| | | Auxiliary Police | 56 |
| | | Civil Defense for Local Government | 26 |
| | | Basic Communications | 53 |
| | | Basic Police Procedure | 30 |
| | | Fundamentals of Fire Fighting | 69 |
| | | Hydraulics | 15 |
| | | Light Duty Rescue | 18 |
| | | Police Administration | 5 |
| | | Principles of Assessing | 12 |
| | | Medical Self-Help | 136 |
| | | Radiology | 26 |
| | | Report Writing | 7 |
| | | Small Arms | 28 |

Course Completion 1951-71 (4) CONTINUED

| | | | |
|-------|------|--|-----|
| 1969 | 496 | Advanced Communications | 21 |
| | | Arson Detection | 45 |
| | | Auxiliary Police | 45 |
| | | Basic Communications | 17 |
| | | Civil Law | 21 |
| | | Community Planning | 3 |
| | | Control Center Operations | 13 |
| | | Fundamentals of Fire Fighting | 115 |
| | | Hydraulics | 16 |
| | | Medical Self-Help | 56 |
| | | Light Duty Rescue | 27 |
| | | Principles of Purchasing | 11 |
| | | Radiological Monitoring | 29 |
| | | Rural Assessment | 35 |
| | | Small Arms | 12 |
| | | Street & Highway Maintenance | 8 |
| 1970 | 476 | Appraisal Techniques I-IAAO | 12 |
| | | Auxiliary Police | 24 |
| | | Basic Communications | 27 |
| | | Borough Councilmen | 11 |
| | | Fire Inspection and Prevention | 38 |
| | | Light Duty Rescue | 19 |
| | | Fundamentals of Fire Fighting (Laflin) | 44 |
| | | Radiological Monitoring | 24 |
| | | Medical Self Help | 17 |
| | | Radiological Refresher | 46 |
| | | Principles of Industrial Assessing | 16 |
| | | Small Arms (Public Service Institute) | 10 |
| | | Small Arms (National Rifle Association) | 15 |
| | | Traffic Accident Investigation | 22 |
| | | Wastewater Treatment Operation | 31 |
| | | Zoning Law | 62 |
| | | Fundamentals of Fire Fighting (Lehman Twp.) | 15 |
| 1971 | 689 | | |
| Total | 4429 | | |

B. Community Service Program

All energies of the Institute are oriented toward service to the community. Some activities provide this service indirectly to the community at-large by training and informing local government officials and employees. Other activities serve the community directly by providing local leaders and interested citizens with learning opportunities through personal participation. The title of this section of the Report deals with the latter type, and includes conferences, seminars, special administrative studies and guidance, and special instructional programs provided by various College departments.

The College, of course, has made varying financial commitments over the years in all of these activities. In general, however, they are wholly or partially self-supporting. Income is derived from admission fees, revenue producing contracts, and various types of federal and state grants, such as Title I of the Higher Education Act.

Though Wilkes is a small college, it has received considerable support from this latter source, largely through the personal efforts of Dr. Mailey. The future potential of this program for financial support of the Institute's projects is encouraging. However, the Act places limitations on the types of projects eligible, which means that many of the projects must be financed wholly or in part by the College. For this reason, the general provisions of the Title I program should be reiterated.

The Title I Program is designed to bring the resources of the colleges and universities to bear on significant community problems on a state-by-state basis. It provides federal matching funds to colleges and universities for community service programs to assist in solving such problems. Federal funds must be supplemented by funds, either actual cash or in-kind services, provided by the institutions. The program is administered by the Department of Education of the Commonwealth, which is the designated Title I Agency, and project grants are recommended by an Advisory Council (on which Wilkes is represented by Thomas Kelly) and must receive final approval of the Department.

In terms of the Act, community service programs means any educational program, activity or service, including a research program, or a university extension or continuing education offering, which is designed to assist in the solution of community problems in rural, urban, or suburban areas, with particular emphasis on urban and suburban problems.

Title I emphasizes the use of higher education to solve community problems, is flexible, in that it permits each state to define its community problems and how resources are best to be utilized, and is broad since it permits programs for both private and public sectors.

As has been customary, the following summary of past Title I programs conducted by the Institute is submitted to present an overall and continuing picture of the extent of this activity:

Title I:

| <u>Year</u> | <u>Title</u> | <u>Type of Participants</u> | <u>Number of Participants</u> |
|-------------|---|--|-------------------------------|
| 1966 | Regional Policy and Goals | Public Officials | 17 |
| | Principles of Purchasing | Public Officials | 15 |
| | Community Leadership | Community Leaders | 24 |
| | Joint Communications System | Public Officials | 75 |
| 1967 | Community Leadership | Community Leaders | 22 |
| 1968 | Dynamics of Regional Affairs | Social Science Teachers | 30 |
| | Community Leadership | Community Leaders | 28 |
| | Transportation of Low Income (on-going) | Public Officials and general citizenry | 20 |
| 1969 | Middle Management Seminar | Industry | 46 |

It should be noted that the number of programs approved and conducted has varied from year to year. During the year 1970-71, the only Title I program was a Seminar for Parents of Retardates, which is described below.

Three programs have been approved for the year 1971-72, and are now in preparation.

Approved Title I Projects

1971-72

| <u>Title</u> | <u>Federal Funds</u> | <u>Matching Funds</u> | <u>Total Cost</u> |
|--|----------------------|-----------------------|-------------------|
| Regional Approach to Local Governmental Problems | \$ 5,010 | \$ 2,505 | \$ 7,515 |

| <u>Title</u> | <u>Federal Funds</u> | <u>Matching Funds</u> | <u>Total Cost</u> |
|--|--------------------------|---------------------------|-----------------------|
| Training Program for Parents of Retardates and Young Volunteers (Cooperative with Marywood College) | \$12,788 | \$6,394 | \$19,182 |
| Physical Rehabilitation for Nurses (Cooperative with East Stroudsburg State College) | 5,980 | 2,990 | 8,970 |

The extensive narrative above on Title I projects and their financing should not be interpreted to suggest that these projects rank highest in the Institute's other community service programs. Far more is done in programs sponsored and administered directly by the College without governmental financial support as the descriptions below will indicate.

Following, then, is a summary of the major community service programs conducted by the Institute during the year 1970-71:

1. Mental Retardation Seminar

This program, officially titled "Training Program for Parents of Retardates and Youth Volunteers" was financed in large part under Title I and was co-sponsored by the Luzerne County Association for Retarded Children. It was organized and directed by Raymond D. O'Connor, Department of Sociology, Philip R. Tuhy, Associate Director, Institute of Regional Affairs, and George Slacum, former Executive Director, Luzerne County Association for Retarded Children.

The seminar consisted of ten monthly sessions which were held in Stark Hall. Formal remarks of speakers are in process of publication.

Attendance reached as high as 125, but Certificates of Attainment were presented to 36 parents and volunteers who met the required standards of participation.

The program follows:

| <u>Date</u> | <u>Topic</u> | <u>Speaker</u> |
|----------------|---|---|
| Sept. 23, 1970 | Causes of Mental Handicap | Dr. Kurt Hirschorn |
| Oct. 14, 1970 | Diagnosis & Assessment | Joeseph Kanner |
| Nov. 11, 1970 | Parents of the Retarded Child | Dr. Milford Barnes |
| Dec. 9, 1970 | Role of the Physician | Dr. John Bartram |
| Jan. 13, 1970 | Institutional Care for the Retardate | Dr. Donald Jolly |
| Feb. 10, 1971 | Home Training for the Mentally Retarded | Franciska Maljovec |
| Mar. 10, 1971 | Role of the School | Dr. Ignacy Goldberg |
| Apr. 14, 1971 | Ministry and Mental Retardation | Panel: Rev. E. L. Shelling Rev. M. N. Raymond Rabbi A. Sheingold |
| May 12, 1971 | Legal Concerns of Retardation | Atty. Dennis Haggerty |
| June 9, 1971 | What the Future Holds? | Dr. Gunnar Dybwad |

The rationale was that new concepts must be tried to replace as far as possible the emphasis on custodial care for retardates, and that the sum total of environmental conditions must be considered in order to help the retardate learn to function semi-autonomously by way of contacts with the larger social system. The objective was to teach parents, as well as non-related volunteers, how to help the retardate in the home and community environment.

2. Tenth Annual Community Growth Conference

The theme of the Tenth Annual Community Growth Conference held on September 30, 1970 was "Goals for Human Needs."

The program follows:

GOALS FOR HUMAN NEEDS

"Goals for Human Needs.....Henry Walkowiak

NEW CONCEPTS IN HEALTH AND SOCIAL WELFARE

"A New Approach to Health & Welfare Priorities..... Robert C. MacGregor

"Planning at the County Level..... Harold Sherman

"Social Welfare at the Community Level..... James E. Reynolds

NEW CONCEPTS IN HOUSING

"New Concepts in Housing..... Francis E. Moravitz

"New Concepts in Modular Housing..... Jack W. Croes

"Non-Profit Housing Corporations..... Raymond Condo

LUNCHEON

"Operation Breakthrough..... H. Gordon Council, Jr.

DISCUSSION GROUP SEMINARS

Address..... Tom Bigler, News
Director WBRE-TV

The success of the Conference is evidenced by the attendance of the 180 participants.

SPONSORS

- David Walker Associates
- Easter Seal Society of Hazleton Area and Carbon County
- Economic Development Council of Northeastern Pennsylvania
- Family Service Association of Wyoming Valley
- First Federal Savings and Loan Association
- Franklin Federal Savings and Loan Association
- Greater Hazleton Chamber of Commerce
- Greater Nanticoke Chamber of Commerce
- Greater Scranton Chamber of Commerce
- Greater Wilkes-Barre Chamber of Commerce
- Hanover National Bank
- Junior League of Wilkes-Barre
- Luzerne County Housing Authority
- Luzerne County Redevelopment Authority
- National Association of Social Workers
- Northeastern National Bank
- Northeastern Pennsylvania Heart Association, Inc.
- Redevelopment Authority of the City of Scranton
- Redevelopment Authority of the City of Wilkes-Barre
- Wilkes-Barre Housing Authority
- WNEP-TV

3. Reading Excellence Attainment Development

R. E. A. D., or Reading Excellence Attainment Development, initiated in October, 1970, and continuing into July 1971, is a reading clinic designed to improve the reading skills and related and supportive language arts of elementary and secondary school children. The academic year program, started in October and completed in May, consisted of thirty Saturday morning meetings held at the College.

The summer program, begun after the close of school and ending in July, covered five weeks with morning sessions Monday through Friday.

Tuition was \$125.00 per session.

Individualized instruction and guidance for each child is the core of the general program. Each phase of the course is designed to attempt to correct known deficiencies and/or generally strengthen the child's ability to read well. The instruction ranged from basic auditory and visual discrimination to sophisticated levels of analysis, critical application, and advanced study skills.

All activities were developed and applied by staff instructors under supervision of J. George Siles, Assistant Professor of Elementary Education, Reading, and other Language Arts. Each instructor was limited to only one to three children during the academic year and to only two children during the summer session. The child's individual program was determined on the basis of testing for capacity, personal adjustment, and reading level.

4. Non-Graded Instruction- Pittston Area School District

This community service program is in the form of a contract between the Institute of Regional Affairs and the Pittston Area School District to initiate a long-range program to replace the traditional grade system of instruction with non-graded instruction which will permit each pupil to advance according to his own ability. The District proposes to move in the direction of eliminating the ineffective mass movement which holds back the able pupil and deprives the less able of needed individual instruction and instituting individual progress without regard for school grading.

The contract calls for 15 in-service instructional sessions for the school's professional staff as a preliminary to the institution of the non-graded program in selected levels in September of 1971. The Institute is also obligated to provide continuing consultation and instruction of the professional and paraprofessional staff, provide student teachers properly instructed on the model, explain the components of the program to parents of selected children, and to test pupils at the close of the first year to determine results of the program.

The Education Department of Wilkes College is responsible for total conduct of this contract. The instructional staff is composed of experienced master Elementary School teachers who hold Pennsylvania Certification and who are specifically trained in clinical techniques and applications in the Masters Degree Program of the College.

Staff-parent relation throughout the program was maintained. The formal relationship was attained by submitting to the parents of each child three comprehensive reports. The first indicated the child's level at the start of the program, and the second and third reports discussed the child's progress during the year's instruction.

In addition to Professor Siles, the staff was composed of experienced master Elementary School teachers who hold Pennsylvania Certification and are trained specifically in clinical techniques and applications in the Masters Degree Program at Wilkes College. Associated with Professor Siles were:

Dr. Joseph T. Bellucci
Assistant Professional Educational Psychology
Instructor of Testing Devices and Procedures
Graduate Division of Education, Wilkes College

Mr. Lynn Johnson
Instructor in Non-Graded Elementary School
Intermediate Team Leader and Chairman of
Intermediate Language Arts
Wyoming Valley West School District

Mrs. Mary Poremba
Instructor in Non-Graded Elementary School
Primary Team Member and Chairman of Primary
Language Arts
Wyoming Valley West School District

This project will be featured in pictures and story in the Sunday Independent and several Scranton newspapers.

Professor J. George Siles, Graduate Division of Education at the College, and Associate Director of Educational Planning, Institute of Regional Affairs, is in charge of the project.

A documentary on the Non-Graded School Project produced by WBRE-TV has been selected as a finalist for a national television award by the Alfred I. DuPont Columbia University Survey of Television Programs.

5. Annual Awards Dinner

It has not been customary to include an account of the Annual IRA Awards Dinner in the Report to the President and the Board of Trustees. Perusal of the Programs of previous dinners makes it quite clear that, in addition to its public relations value, this annual affair plays an important educational role in the total Institute Program.

This year's dinner, held in the College Dining Hall on May 25, was the nineteenth. Although attendance did not reach the record high of the previous year, the more than three hundred guests represented a wider geographic area.

Arranged under the direction of Philip R. Tuhy, the dinner, as usual, featured the award of Certificates of Attainment from the Public Service Institute of the Pennsylvania Department of Education for IRA courses completed during the year, and the award of Certificates of Distinguished Service to fifty public officials and employees who had served their communities over a long period of years.

The Special Public Service Award this year was presented to Mr. Thomas Garrity, Chief Assessor of Luzerne County, for outstanding local, state, and national accomplishments in the assessment field.

Mrs. Hugo Mailey was the guest of honor and was presented with a silver tray inscribed "He practiced in the community what he taught in the classroom". The presentation was made by Mr. Robert Barker, Public Relations Director, Greater Wilkes-Barre Chamber of Commerce on behalf of the Professional Public Relations Association. The tray will be placed in a Hugo V. Mailey Memorial Room to be established by the College.

The principal speaker was Mr. A. L. Hydeman, Jr., Executive Deputy Secretary, Pennsylvania Department of Community Affairs. His address reviewed the community services available to municipalities, and gave special emphasis to the Neighborhood Assistance Program which is designed, through tax credits, to encourage corporate participation in community improvement.

PART II
INFORMATION

II. INFORMATION

It might be said that every activity of the Institute involves in one way or another the dissemination of information. Conferences, seminars, public addresses, and special research projects are techniques of transmitting information, but they all involve more or less selected and specialized audiences. Information, as one of the four major purposes of the Institute, is concerned specifically with a broad and general audience. The Institute attempts by use of the printed word to keep informed as many public officials, local civic leaders, and interested citizens as it can with the resources at hand. To do so, it publishes a monthly Newsletter, maintains a special library replete with periodicals, brochures, books, and documents which are useful in its own research as well as useful to the public, contributes on an altering basis to the Horizons section of the Pennsylvanian magazine, and submits articles written by staff members to local, state, and national publications.

A. The IRA Newsletter

A newsletter was first published by the Institute in 1951 under the title "Luzerne County Newsletter", which title suggests that the publication was oriented to this particular county. The current IRA Newsletter differs in many important ways from its limited predecessor. Its format and type have increased the amount of material in the same amount of space by nearly three times. Originally, all articles and materials were prepared by the Institute's Director, but since the change in title

in 1969, all members of the staff, as well as other faculty members contribute original articles, book reviews, and resumes of larger significant articles and books.

The Newsletter also expanded the range of its subject matter, currently including information in the fields of economics, psychology, government, sociology, and any other field which involves urban affairs. The publication is mailed monthly to a carefully compiled list of public officials, civic leaders, civic organizations, and to private citizens who have requested it.

The circulation has increased to approximately 2,600. The following breakdown of the mailing list, shows the type and number of recipients and the geographic areas reached, thus demonstrating the publication's range of influence.

IRA NEWSLETTER
DISTRIBUTION AS OF JUNE 28, 1971

| Category | No. of People | Counties |
|--|---------------|--|
| 1. Real Estate Board | 40 | Luzerne |
| 2. Bankers-W. B. Clearing House | 22 | Luzerne, Lackawanna |
| 3. Borough Sec. - Cities & First Class Twps. | 41 | Luzerne, Lackawanna |
| 4. & 15. Supervisors & Commissioners | 114 | Luzerne, Lackawanna, Columbia |
| 5. Sec't, Second Class Twps. | 32 | Luzerne, Lackawanna |
| 6. Newspapers & Radio Stations | 63 | Luzerne, Lackawanna, Berks, Pike, Carbon, Lycoming, Columbia, Phil., Schuylkill, Lancaster, Lehigh |
| 7. Luzerne County Cong. & Leg. Rep't. | 11 | Luzerne |
| 8. Conf. of Univ. Bureaus of Gov't. Research | 79 | All over the U.S. |

IRA NEWSLETTER CONTINUED(2)
DISTRIBUTION AS OF JUNE 28, 1971

| Category | No. of People | Counties |
|--|---------------|---|
| 9. Savings & Loans Assoc. | 12 | Luzerne, Lackawanna |
| 10. Redevelopment & Housing Ass. | 50 | Luzerne |
| 11. Hospital Administrators | 7 | Luzerne |
| 12. Magazines in IRA Library | 172 | All over the U. S. |
| 13. & 14 Councilmen in Luzerne Co. Boros. & Cites | 257 | Luzerne |
| 16. Luzerne Co. Chief Admin. & Principals | 39 | Luzerne |
| 17. Home Builders | 92 | Luzerne |
| 18. Assessors | 34 | All Counties in Pa. |
| 19. Civil Defense Dept. | 75 | Luzerne |
| 20. Police Chief | 60 | Luzerne |
| 21. & 36 Firemen Luzerne County, Fire Chiefs, Co. & Officers | 66 | Luzerne |
| 22. Wilkes College Board of Trustees | 27 | Luzerne, (N. Y., Delaware) |
| 23. Community Ambulance Assoc. | 45 | Luzerne |
| 24. Wyoming Valley Sanitary Board | 17 | Luzerne |
| 25. Solicitors-Luzerne | 49 | Luzerne |
| 26. Planning Commission & Zoning Board | 294 | Luzerne |
| 27. Mayors-Boroughs | 34 | Luzerne |
| 28. Friends of Wilkes College | 145 | Luzerne, Lackawanna |
| 29. American Ins. of Architects | 28 | Luzerne, Lackawanna |
| 30. HELP | 46 | Luzerne |
| 31. Sec. of School Boards | 19 | Luzerne |
| 32. County Commissioners | 31 | Luzerne, Lackawanna, Carbon, Pike, Columbia, Schuylkill, Monroe, Wayne, Sullivan, Susquehanna, Wyoming |
| 33. Luzerne County Libraries | 9 | Luzerne |
| 34. Region-M-Outside Luzerne Co. | 70 | Lackawanna, Susquehanna, Wayne, Wyoming |
| 35. Luzerne Co. Guidance Ass. | 98 | Luzerne |
| 36. See #21 | | |
| 37. School Boards, Luz. Co. | 33 | Luzerne |
| 38. Luzerne County Auditors & City Controllers | 125 | Luzerne |

The "new look" of the Newsletter has resulted in a significant increase in the number of individuals and organizations requesting to be placed on the mailing list. Gratifying testimony to the quality of the articles in the Newsletter is the number of requests from state agencies, municipal organizations, and university research bureaus, for copies, reprints, or to reprint articles written by staff members in recent months. Particular interest was shown in Newsletter articles on "Regionalism", "Constitutional Limitations on Altering Salaries of Local Officials", and the "Merger of the Kingston-Dallas Township Police Departments". Requests were received from as diverse sources as the Department of Community Affairs, The Pennsylvania Police Journal, Northwestern University, and the Governor's Office of the Commonwealth.

B. Library

The Institute's library of carefully selected materials, including books, pamphlets, special reports, surveys, studies, and documentary data, has grown to more than 4,000 items. While a small proportion of the library has been financed from IRA appropriations, the vast majority of the items have been received by the Institute on an exchange basis with similar organizations on other college and university campuses, and with many state and local governmental agencies. It is undoubtedly the most useful as well as the largest, collection of its type in the region.

The collection deals with most of the important aspects of urban affairs: government, land use, transportation, management, social welfare, education, public health, recreation, public finance, intergovernmental relations, and others. In effect, the library is a clearing house of information useful

in the Institute's research, but, also useful to officials of the area seeking sources of information needed in their decision-making.

In addition to its use by interested officials and community leaders, the library is being used to an increasing extent by undergraduate students who may have their first contact with community problems by using the library materials in the urban fields for term papers and research projects. Much of the increase in the use of the library by students results from the new Social Science Urban Affairs degree program, and the addition of an advanced course in Municipal Management by the Political Science Department.

Officials and the public are kept informed of significant publications available via the Newsletter.

C. Horizons-The Pennsylvanian Magazine

The Pennsylvanian Magazine is the official monthly publication of a number of municipal organizations in the state, and has a circulation of well over 15,000. A four page section, titled "Horizon", is reserved for special guest articles on subjects of current concern or interest.

The Institute is now the only college which is a regular contributor, alternating with individuals from all walks of life who have special competence in a particular field.

The Institute has used its opportunities to submit articles to disseminate statewide among local officials those ideas and programs highest on the list of priority of its purposes and objectives.

PART III
CONSULTATION

III. CONSULTATION

The consulting service offered by the Institute of Regional Affairs is, perhaps, the least spectacular but at the same time the most intimate and productive of the activities. The consultation work of the staff is less spectacular and less glamorous than the other more identifiable and publicized services, since, as a rule, it involves unpublicized contacts with one or a few individuals who have a specific problem. The small number of participants involved in a particular consultation and the specificity of the problem produces an intimate man-to-man relationship, which, in turn, enables those seeking help to identify with the College through the members of the IRA staff. This service is very productive because the individuals requesting advice and guidance are more likely to take positive action since their request was prompted by a known and felt problem.

The services of the staff are available at all times to governmental officials as well as interested citizens and non-governmental groups or organizations. Consulting activities include such widely disparate services as oral or brief written responses to telephone inquiries or letters involving single specific questions, direct personal contacts with an individual or group in or outside of the IRA office, lectures by staff members, participating in conferences as panelists, and formal membership and involvement of staff members in the decision-making of governmental and civic agencies. The range of activities extends from a single individual or small municipality to various departments of the Commonwealth of Pennsylvania.

The Institute's consulting service continues to enjoy a wide and unquestioned reputation as the region's leading source of advice, information, and guidance on urban affairs. Despite its small professional staff, three members now reduced to two, it is uniquely fitted for the consulting function because of the training and experience of its members in general and special areas of governmental and civic concern. The dual role of members of the staff as such as well as active teachers in the Department of Political Science provides those who seek the service the advantages of both academic and practical capabilities.

Most of the consultations, like the ice berg, are of such a nature that they are unobservable, and difficult to report. For this reason, as in the past, only the most identifiable services performed during the past year are presented below to illustrate the wide range and broad types of consulting services.

Representative Consulting Service

1970-71

Wilkes-Barre Model Cities Agency- Continuing consultation with staff members of the Wilkes-Barre Model Cities Agency from October to July under terms of contract resulting in a formal report on Health and Welfare Services in the Model Cities Neighborhood and including a projected Social Service Center.

Wyoming Valley Sanitary Committee- The Director served as a member of the Finance Committee of the Wyoming Valley Sanitary Authority.

Economic Development Council of Northeastern Pennsylvania- The staff participated in meetings and conferences sponsored by this organization and provided continuing information and advice.

Civil Service Testing- Associate Director, in cooperation with the College Testing Center, conducted civil service tests for police officers and firemen in Kingston and Wilkes-Barre.

Penn State Seminar- Director participated as a principle panelist in Harrisburg, Altoona, Washington, and York. His contribution on "Regionalism" has attracted wide acclaim.

Mid-Eastern Association of Boroughs- Director served as principal speaker at annual conference in Allentown.

Welfare Planning Council- Director served as active member.

PPS and PAA- Director served as officer of the Pennsylvania Political Science and Public Administration Association.

CAAC- Director served as member of the Advisory Council of the Department of Community Affairs. His successor is Thomas Kelly, Director of the Evening School.

Back Mountain Police Merger- Director and Associate Director provided continuing consultation to the governing bodies of Dallas and Kingston townships and drew the formal agreement which merged the Police Departments of the two jurisdictions.

Title I Review Committee- Director continued to serve as a member of the Project Review Committee of the Title I Agency, Pennsylvania Department of Education.

WNEP-TV- Director acted as special guest

Mass Transit Committee- Director was active as a member of the Mass Transit Committee, Greater Wilkes-Barre Chamber of Commerce.

Township Supervisors Association- Director addressed the Annual Conference of Pennsylvania Township Supervisors at Camp Hill.

Penn State Redevelopment Authority- Director provided consulting service.

Department of Community Affairs- Director and Associate Director cooperated with the Department of Community Affairs in providing special information or counsel.

Luzerne County Communications System- Director served as a coordinator in the establishment and development of the Luzerne County Communications System.

Local Government Conference- Director served as reporting Secretary for a discussion group at the Annual Pennsylvania Local Government Conference at Harrisburg.

Educational Television- Associate Director acted as guest panelist on a special Public Educational Television program at Marywood College on the subject of "The Five Proposed Amendments to the Constitution of Pennsylvania" prior to the Primary Election.

AIP- Associate Director continues to serve as President of the Northeastern Section of the Philadelphia Chapter of AIP and First Vice-President of the Luzerne County Association for Retarded Children.

Y; O. U. T. H. P. A. R. C. - Associate Director serves as Advisor to the Luzerne County Chapter of Youth Organized and United to Help the Pennsylvania Association for Retarded Children.

Luzerne County Association of Boroughs- Director continued to serve as executive Director of the Luzerne County Association of Boroughs.

Municipal Management Association- Associate Director continues activities in the Pennsylvania Municipal Managers Association and its Eastern Regional Association.

West Pittston Borough- Associate Director serves as a continuing advisor and consultant to committees of the West Pittston Borough Council in its effort to improve organization and administration of the Borough's affairs.

Environmental Health Task Force- Director continued to serve as a member of the Task Force in the Pennsylvania Department of Health.

Luzerne-Lackawanna Committee on Clean Air- Director served as member of Citizens Committee for Clean Air.

Bureau of Research, Department of Community Affairs- Director served as consultant to the Bureau on Area Government Study by Better Government Associates.

County Extension Service- Associate Director conducted a planning meeting with Township officials under the sponsorship of the Luzerne Agricultural County Agent.

Kingston Borough Council- Associate Director conducted a meeting with Court appointed Board to discuss the Awards versus the At Large System in the Borough of Kingston. (abolition of Awards)

PART IV
RESEARCH

IV. RESEARCH

Because of its relation to both the College and the community, the Institute is uniquely fitted to conduct a continuous research program closely associated and connected with the educational aims of the College.

Research is the "bread and butter" of the staff's daily routine. Problems arising during consultations frequently involve extensive research, and the content of the monthly Newsletter is the milled "flour from the grains of wheat". Frequently, research is conducted on a matter of concern to some part of the College itself.

Much of the published research, however, is done on request of an individual municipality or, perhaps, a group of municipalities. Projects requiring special costs, such as travel, are usually done for a nominal fee, but most of this type of work is done as a public service by the College.

In summarizing research work done during the year, three observations should be made. First, a considerable amount of staff time is expended in research on problems which result in information without publication, and, consequently, in the past, no record system has been established. Second, the size of the research staff and the time available requires limitation of the number of projects involving publication. Third, the magnitude of the contract project done for the Wilkes-Barre Model Cities, extending from October 1970 to July 1971, precluded a number of other lesser projects planned previously.

Published Research Projects

1970-1971

1. Employee's Handbook, University Area Joint Authority

Under a \$600 contract with the University Area Joint Authority, State College, an Employee's Handbook was prepared during last summer and early fall. It includes rules, regulations, policies, and a position classification and pay plan. The Institute was recommended for this project by the Pennsylvania Municipal Authorities Association.

2. Back Mountain Police Merger Agreement

This project developed as a result of a study done the previous year, titled "Joint Police Service for the Back Mountain", which was a feasibility study to improve the police services in Kingston and Dallas townships. This study recommended a merger of the departments, also including Dallas Borough, into a single police force under centralized control and direction. Such police merger, which would have to be accomplished under the Pennsylvania Municipal Cooperation Act, had never been accomplished before in this state because of constitutional and statutory limitations on the delegation of the powers of local governing bodies.

Considerable historical and legal research revealed a loophole which showed promise of overcoming the above limitations. The governing bodies of the two townships, agreed to effect a merger under this novel procedure as a test of both the idea of merger and a test

of the legality.

The IRA staff drew the legal agreement which was approved by the respective township solicitors and which had the informal approval of the then state Attorney General. The merger went into effect last fall.

This study and the final agreement received nationwide publicity in newspapers and professional publications. The Office of Governor Shapp requested copies, and the Department of Community Affairs has given wide publicity to the concept. Another result has been that several townships in the Mountain Top Area have indicated interest in a similar merger.

In June, the governing body of Kingston Township announced that the community was withdrawing from the merger in six months. Preliminary investigation by the IRA staff indicates that both governing bodies, the police officers, and the general public have been well-satisfied with the progress made under the merger, and that the withdrawal resulted because of excessive salary demands made by the police officers, and not because of any defects in the organization or its functioning.

The staff plans to follow through on developments.

3. Limitations on Salaries of Local Officials

Because of considerable confusion which has existed for several decades, a number of local officials from this region have, from time to

time, requested information on the powers of governing bodies to raise or diminish salaries of elected and appointed officials in Pennsylvania municipalities. The problem arose because of a constitutional provision that the salary of an elected or appointed officials may not be raised or diminished during the term for which he was elected. A short but thorough research paper by a member of the staff quite clearly indicated that this provision did not apply to all municipal classifications. The Department of Community Affairs, again, gave wide publicity to this paper, and the result has been a serious revival of study and discussion on this delicate matter, and, it is expected, that clarifying legislation will be enacted to eliminate the problem.

4. Model Cities Contract

Under contract with the City of Wilkes-Barre, dated October 6, 1970, the Institute conducted a research project for the Wilkes-Barre Model Cities Agency which was culminated in a 200 page report titled, "Health and Welfare Service in the Model Cities Neighborhood". The contract price was \$41,000.

The purpose of the study was to provide necessary and specific information of present social services in the neighborhood, and to develop courses of action, including a Social Service Center.

The project outline included the following major phases:

- (1) Preparation of a service profile of all agencies

and institutions providing social services;

- (2) Analysis and classification of these services in terms of the problems they each seek to solve;
- (3) Identification of the degree of adequacy and effectiveness of these services in meeting community needs;
- (4) Determination of the amount and types of services provided to the Model Cities Area;
- (5) Analysis of any gaps or lack in the present service systems, including services nonexistent, but needed;
- (6) Description and analysis of the present relationships between services;
- (7) Analysis and evaluation of the effectiveness of existing services in solving the problems they purport to solve through surveys and interviews with consumers in the area;
- (8) Development of a complete social service record system which would provide a current and future index of existing conditions; physical, social, and personal; and,
- (9) Exploration and recommendations of facilities needed for services and their geographical location.

Dr. Mailey was Project Director to the time of his death, and the project was completed by Walter H. Niehoff as acting project director.

The principal professional researchers were:

Prof. Philip R. Tuhy, Institute of Regional Affairs

Prof. Jaroslav G. Moravec, Department of Sociology

Prof. Raymond Weinstein, Department of Sociology

Mr. James Reynolds, Peat, Marwick & Mitchell Co.

Mr. Alfred Groh, Wilkes College was Editorial Consultant, and Mrs. Margaret McDermott, formerly with Model Cities, was special consultant. All work of publication was performed by the fulltime and student staff of the Institute.

Mr. James ...
Mrs. Margaret ...
All work ...

PART V

FINANCES

V FINANCES
1970-1971

Financial Commitment to Public Service

Wilkes College has been committed to public service since its inception. Virtually every department and agency of the College is involved at one time or another in community affairs in the region. The Institute of Regional Affairs plays an especially significant role in the public service program by virtue of the variety of its activities, the interdisciplinary use of personnel, and its formal recognition by the College and community as an identifiable agency pursuing service on a fulltime continuing basis. Its unique public visibility is an important contributing factor in attaining and developing general recognition and appreciation of the College's vital public service role.

Previous sections of this Annual Report described the wide functional scope of the College's commitment. This section demonstrates the depth and sincerity of the commitment by the tangible evidence of financial support of the Institute's service activities. The College has generously subsidized the Institute in the interest of Community service since its inception. In no year was the Institute self-supporting. In fact, despite growing annual income for services rendered, College subsidization also increased. (Table I)

A Financial Summary 1970-71

The financial report for the fiscal year July 1, 1970 to June 30, 1971, prepared by the College Finance Office, reflects an even greater deficit operation than in previous years. (Table II) The report shows that cash income during the fiscal period was \$32,677.31, or \$32,642.69 below the estimated \$56,320.00. At the same time, the report indicates that actual expenditures of \$85,920.79 exceeded budget estimates of \$13,600.00 by \$72,320.79. This would indicate a deficit operation during the fiscal period of \$53,243.48.

Consideration of a number of factors, however, will reveal that the actual deficit to be subsidized by the college will be, in fact, appreciably lower than the report indicates. These include the form and content of the Institute's annual budget, the college's system of accounting and reporting, and consequences of the difference between the college fiscal year and the Institute's program schedules.

Comparison of the budget items shown on the Financial Summary (Table II) and the items on the approved budgets for 1970-71 and 1971-72 reveals that only eight or nine expenditure categories are budgeted and several recurring items of expenditures, amounting to considerable sums, are not. Thus, since no funds are shown for salaries and miscellaneous salaries on the estimate side, the annual Financial Summary shows a budget deficit of \$23,910.03 and \$3,372.11 for these two items alone.

From the same report (Table II) it can be seen that in some instances bud-

geted income items were not offset by expenditure estimates. For example, \$41,320.00 was budgeted as income under the Model Cities contract, but there is no budget estimate of expenditures required to conduct the study. The budget itself projects a profit of \$41,320.00, or 100 per cent. However, the actual expenditure for this project indicates a deficiency of \$28,513.15, on the budget side. In the case of the Non-Graded Instruction and READ projects, neither estimates of income or expenditures are shown.

The College's accounting and reporting system is a second factor which results in a misleading picture of the Institute's financial operation in relation to the year's work program. The Institute accounts are on a cash, rather than an accrual basis. Consequently, while contract projects were completed during the fiscal year, payments were not, in some instances. Table II shows that \$17,483.00 of the Model Cities contract total of \$41,320.00 was received within the fiscal year. The expenditure report also shows expenditures of \$28,513.15 prior to June 30, indicating an expenditure excess of \$11,030.15 over actual cash received. However, after the close of the fiscal year the \$23,837.00 balance due on the \$41,320.00 contract was received. Thus, in fact, the project income exceeded project expenditures by \$12,806.85.

For the same reason, while expenditures for the READ project are shown to exceed income, in actual fact when due income is received, the project will show a surplus. Frequently, projects, such as the training program for Parents of Retardates under Title I are conducted on a schedule that overlaps the fiscal year. Consequently, at most a percentage of total income is received and reported

for the fiscal year.

Title I Projects

Title I projects are not only an opportunity to provide public services not otherwise available, but they also provide additional income for the Institute. On the other hand, past experience indicates that the one-third matching funds obligated by the College plus project expenses reduces considerably any net financial gain. The number of Title I projects has varied from year to year with three projects for 1971-1972 now being organized. Table IV shows the projects approved and conducted from 1966 to the 1971-72 fiscal year and the method of funding. The College is preparing proposals for projects for fiscal 1972-73 which are due by November 1, 1971.

Table I
INCOME AND EXPENDITURES

1962-1970

| <u>ITEM</u> | <u>INCOME</u> | | | | |
|------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| | <u>1962-1963</u> | <u>1964-1965</u> | <u>1966-1967</u> | <u>1968-1969</u> | <u>1969-1970</u> |
| Dinners & Conferences | \$ 931.90 | \$1,148.75 | \$1,475.70 | \$1,661.50 | \$1,156.75 |
| Grants & Gifts | 887.00 | 300.00 | 7,224.01 | 4,684.00 | 12,880.00 |
| Sale of Services | 2,280.00 | 5,360.58 | 6,055.46 | 6,647.08 | 8,984.26 |
| Instructional Material | 34.40 | 495.50 | 49.25 | ----- | ----- |
| State Reimbursements | 121.10 | 1,067.50 | 873.39 | 2,284.59 | 733.04 |
| Survey & Studies | 625.00 | 1,540.70 | ----- | ----- | 200.00 |
| College Work Study | ----- | ----- | ----- | ----- | 10,083.00 |
| Miscellaneous | ----- | ----- | ----- | ----- | 1.04 |
| TOTAL | \$4,879.40 | \$9,913.03 | \$17,687.81 | \$15,277.17 | \$34,038.09 |

| <u>EXPENDITURES</u> | | | | | |
|------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Salaries | \$10,920.18 | \$11,490.88 | \$9,047.43 | \$8,376.39 | \$28,484.09 |
| College Work Study | ----- | ----- | ----- | ----- | 10,083.00 |
| Student Help | 1,767.82 | 1,952.33 | 1,020.01 | 2,613.71 | 1,100.92 |
| Meetings & Conferences | 2,212.38 | 2,007.63 | 4,686.58 | 4,522.32 | 4,595.05 |
| Supplies | 990.00 | 1,696.50 | 9,756.00 | 7,530.91 | 6,583.30 |
| Special Services | 965.00 | ----- | ----- | ----- | ----- |
| Publications | 824.70 | 341.33 | 794.19 | 836.09 | 1,730.48 |
| Newsletter | 587.00 | 510.00 | 703.00 | 992.30 | 2,170.35 |
| Equipment | 990.00 | ----- | 510.00 | ----- | 118.00 |
| Library | 811.30 | 613.31 | 1,519.20 | 1,278.59 | 540.00 |
| Travel | 195.83 | 324.50 | 854.47 | 971.55 | 857.62 |
| TOTAL | \$19,274.21 | \$18,936.48 | \$28,890.88 | \$27,121.86 | \$56,262.81 |

TABLE II

FINANCIAL SUMMARY

JULY 1, 1970-JUNE 30, 1971

INCOME

| | <u>Estimated</u> | <u>Actual</u> | <u>Receivable</u> |
|--------------------------|--------------------|--------------------|--------------------|
| Dinners and Conferences | \$ 1,500.00 | \$ 2,285.00 | \$ 785.00 |
| Grants and Gifts Title I | 6,000.00 | 3,291.76 | 2,708.24 |
| Services | 5,000.00 | 737.15 | 4,262.85 |
| State Reimbursement PSI | 2,000.00 | 2,730.00 | 730.00 |
| Surveys and Studies | 500.00 | 140.00 | 730.00 |
| Publications | ----- | 52.40 | 52.40 |
| Instructional Material | ----- | 135.00 | 135.00 |
| Model Cities Program | 41,320.00 | 17,483.00 | 23,837.00 |
| Non-Graded Instruction | ----- | ----- | ----- |
| READ | ----- | 5,823.00 | 5,823.00 |
| TOTAL | <u>\$56,320.00</u> | <u>\$32,677.31</u> | <u>\$23,642.69</u> |

EXPENDITURES

| | <u>Budget</u> | <u>Expenditures</u> | <u>(+ or -)</u> |
|------------------------|--------------------|---------------------|--------------------|
| Salaries | \$ ----- | \$23,910.03 | + \$23,910.03 |
| Miscellaneous | ----- | 3,372.03 | + 372.11 |
| Student Help | 3,000.00 | 2,536.03 | - 463.97 |
| Supplies | 4,300.00 | 9,134.01 | + 4,834.01 |
| Publications | 1,000.00 | 1,303.07 | + 303.07 |
| Meetings | 2,500.00 | 3,423.88 | + 923.88 |
| Newsletter | 1,300.00 | 1,737.10 | + 437.10 |
| Library | 1,000.00 | 639.27 | - 360.73 |
| Travel | 500.00 | 537.80 | + 37.80 |
| Equipment | ----- | 388.00 | + 388.00 |
| Model Cities Program | ----- | 28,513.15 | + 28,513.15 |
| Non-Graded Instruction | ----- | ----- | ----- |
| READ | ----- | 10,426.34 | + 10,426.34 |
| TOTAL | <u>\$13,600.00</u> | <u>\$85,920.79</u> | <u>\$72,320.79</u> |

TABLE III
INSTITUTE BUDGET

1970-71

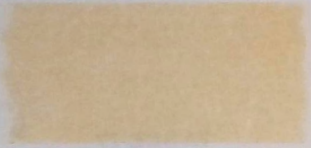
| | BUDGET 1970-71 | BUDGET 1971-72 |
|-------------------------|-------------------|-------------------|
| Student Help-College | \$ 3,200.00 | \$ 3,000.00 |
| Student Help-Work Study | | |
| Supplies | 6,000.00 | 6,000.00 |
| Equipment | | 100.00 |
| Travel | 600.00 | 600.00 |
| Films | | |
| Publications | 1,200.00 | 1,000.00 |
| Meetings | 2,500.00 | 2,000.00 |
| Newsletters | 2,000.00 | 2,500.00 |
| Library | 1,500.00 | 1,000.00 |
| | <hr/> | <hr/> |
| | \$17,000.00 | \$16,200.00 |

TABLE IV

TITLE I PROJECTS
1966-71

| | <u>Federal</u> | <u>Matching</u> | <u>Total</u> |
|---|----------------|-----------------|--------------|
| 1966-67 Regional Policy and Program Goals | \$1,275 | \$ 425 | \$1,700 |
| Principles of Purchasing | 1,350 | 450 | 1,800 |
| Community Leadership Seminar | 3,750 | 1,250 | 5,000 |
| Joint Communication System for Luzerne County | 2,902 | 967 | 3,869 |
| 1967-68 Community Leadership Seminar | 4,625 | 1,820 | 6,445 |
| 1968-69 Transportation of Low Income People | 3,240 | 3,240 | 6,480 |
| Dynamics of Metropolitan Government | 5,100 | 5,100 | 10,200 |
| Community Leadership Seminar | 4,325 | 4,365 | 8,690 |
| 1969-70 Middle Management Seminar | 5,125 | 5,340 | 10,465 |
| 1970-71 Training for Parents of Retardates | 7,376 | 3,684 | 11,060 |
| <u>Proposed and Approved in 1971-72</u> | | | |
| Regional Approach to Local Government Problems | 5,010 | 2,505 | 7,515 |
| Training Program for Parents Of Retardates and Youth Volunteers (Coop.-Wilkes- Marywood) | 12,788 | 6,394 | 19,182 |
| Physical Rehabilitation for Nurses (Coop.-Wilkes-E. Stroudsburg) | <u>5,980</u> | <u>2,990</u> | <u>8,970</u> |
| TOTAL | \$62,846 | \$38,530 | \$101,376 |

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