

# Karaffa gets training through cooperative program

Three years ago when Ruby Eaton Karaffa decided that her husband and six children could manage without her 24-hour attention, her marketable skills were limited to waitress and cannery work.

But now, through cooperative education, her professional future is open-ended and she has set a modest but earnest goal—to become a well-trained secretary.

Born of Tsimpsian parents at Ketchikan, Alaska, Ruby Eaton attended high school until the end of her junior year when she met and married Paul Karaffa, Sr. As a newlywed, Mrs. Karaffa

worked part time as a waitress and in the local salmon canneries, but by the time her third child was born, she and Paul decided their growing family needed her attention more than the extra income.

The Karaffas eventually moved to Anchorage where Paul built custom-made sound systems, later becoming a construction engineer.

That was 15 years ago, and the Karaffa family is growing up. When Mrs. Karaffa decided to go back to work full time, she easily obtained a job as a waitress. But she used to joke with one of her customers, a

personnel officer at the Bureau of Indian Affairs.

"Why don't you hire me and get me off my feet," she teased.

"Just come in and apply for a job," he responded. "All you need is typing."

Mrs. Karaffa finally decided she couldn't lose anything by filling out a few forms and taking a few tests.

"I went to Cook Inlet Native Association (CINA) and asked about a typing position," she recalls. "I discovered I needed to know more than just typing. Through CINA's manpower program I was provided tuition

to enroll in the clerical cluster course at Anchorage Community College.

"I was one amazed person when I walked into that class. I not only polished up my typing, but I learned office procedures and how to operate typical office machines. It was like a new world opening up for me. I had no idea how much more was involved in office work than just typing."

Despite her success in the clerical cluster course, Mrs. Karaffa still felt uneasy about her skills, but the experience of going back to school had been a strain and she decided she was "schooled out."

She applied for several clerk-typist jobs and admits she was "floored" when she received a call from the Alaska Area Native Health Services' Office of Environmental Health. She accepted the job with no thought of further schooling, but when a fellow employee became ill, Mrs. Karaffa took her place at a civil service seminar on transactional analysis.

"I loved the class," says Mrs. Karaffa. "...learning about what other people outside by own family feel and think, and how people in an office try to come across to each other. I was intrigued."

Mrs. Karaffa set her sights higher and completed her high school diploma through the University of Alaska, Anchorage Adult Basic Education Center. Her husband and children treated her to a celebration dinner.

"I'm not as schooled out as I thought I was," she says, and explains that she is now completing course work in a UAA class offered at the Alaska Area Native Health Service Hospital, "Fundamentals of First-Line Management and Personnel Supervision." As a result of a correspondence course in English, she's improving her spelling, and a communications and letter-writing class is providing additional business skills.

Because Mrs. Karaffa's goal is to become a secretary and have supervisory responsibilities, she is taking part in the UAA Cooperative Education Program which allows students to obtain college credit for on-the-job

study.

Helping to make this possible are two key people, Melitta White, Mrs. Karaffa's immediate supervisor, and Lar Krug, her cooperative education advisor and business instructor.

"Training is part of my supervisory responsibility," says Mrs. White, who oversees the work of three clerk-typists, including Ruby, in the preparation of Office of Environmental Health reports and correspondence. She gives Ruby time off in the morning to attend her class at the hospital.

"It boils down to the fact that people are inherently trying to do a good job and if you provide the climate for this initial eagerness to grow, you are making your own job as supervisor easier."

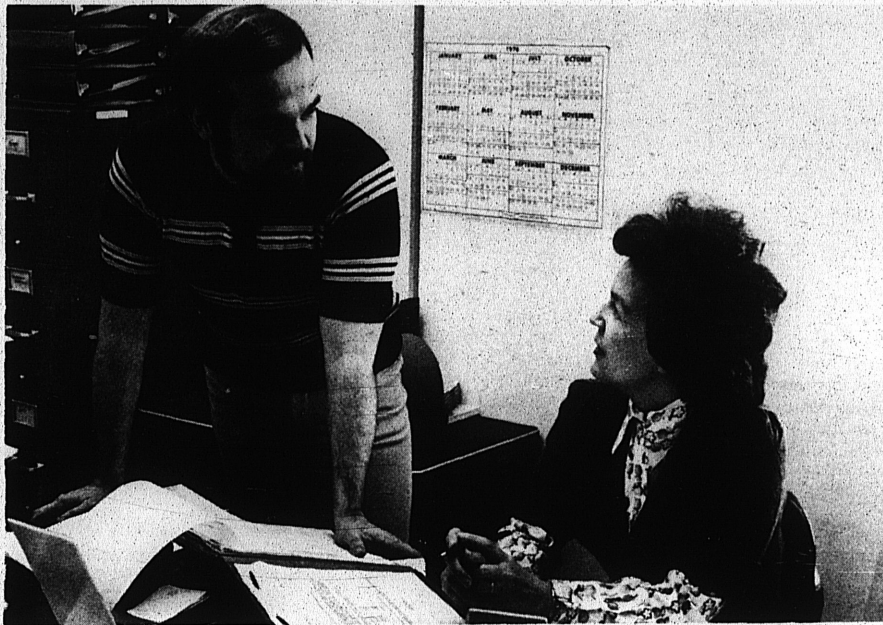
Supervising his cooperative education program, Krug visits Mrs. Karaffa at OEH several times during the semester.

Lar Krug has assigned his student a paper which involves setting up a typical office management problem and then writing alternative solutions.

"The fictitious problem deals with a clerk-typist who is turning in letters that are poorly done and must be retyped," says Mrs. Karaffa. "For the purpose of my paper, I place myself in the supervisor's position and try to decide how I can improve this employee's work. I discuss the possible solutions with Mrs. White and Mr. Krug."

Mrs. Karaffa is one of 329 students who have obtained instruction and college credit through the university's two-year-old cooperative education program, says Program Director Frank Gyselink. "Over 150 employers like OEH make cooperative education possible, and its to their advantage, too."

"Many of our first co-op students were similar to Ruby," recalls Gyselink. "They were already in the work-force and often had families. But more and more of our students are freshmen who want to continue the cooperative education experiences they've had in high school. It just show that co-op education is flexible enough to meet many needs not totally fulfilled in the college classroom."



LAR KING—co-op education advisor and co-op ed student Ruby Karaffa.

## UA to hold history convention in June

The University of Alaska, Fairbanks will be the site of the Second Conference on Alaskan History June 16 through June 18.

The conference will consider both current historical research and methods of strengthening the historical assessment of Alaska.

Discussion on current research will include Alaskan commercial and environmental history, the settlement of the Native Land Claims, and biographies of four political figures, James Wickersham, Anthony Dimond, E.L. "Bob" Bartlett, and Ernest Gruening.

In an attempt to stimulate an increase in the historical assessment of Alaska, the conference will consider the needs for Alaskan history in public schools and universities, the promotion and writing of Alaskan Native history, modes of community history and various methodologies. Many other topics will be presented to provide a three-day overview.

One of the highlights of the conference will be dinner aboard the sternwheeler "Nenana" followed by a presentation at the Alaskaland Auditorium on Alaska's coastal and inland waters.

The conference is open to the public and is made possible in part through a grant from the Alaska Humanities Forum and the National Endowment for the Humanities.

Sponsorship includes the Alaska Historical Society, Alaska Division of Parks, the Alaska Historical Commission, the Smithsonian Institution, and the National Archives and Records Service.

Further information and reservations for inexpensive university housing can be obtained by contacting Prof. Herman Slotnick, Dept. of History, University of Alaska, Fairbanks, 99701.

## Second constitutional convention

FAIRBANKS—A review of the Alaska Constitution by those who drafted it — originally scheduled April 24 to 26 on the University of Alaska's Fairbanks campus — has had to be rescheduled because the State Democratic Convention will be held at that time.

The reunion of the surviving constitutional convention delegates is now set for Oct. 15 to Oct. 17 on the Fairbanks campus, where the original convention was held during the winter of 1955-56.

In a memo to fellow delegates, Victor Fischer, who is arranging the constitutional review, said the postponement was necessary because some of the delegates will be participating in the Democratic Convention.

Fischer, head of the university's Institute of Social, Economic and Government Research, was one of Anchorage's delegates to the constitutional convention and

has written a book on it.

In addition to determining how well the constitution has served the people of the 49th state, the delegates will give consideration to the major issues confronting Alaska today. A grant from the Alaska Humanities Forum will finance the program.

Planning the program is a steering committee composed of former Gov. William A. Egan, who was president of the original convention; Robert Atwood, publisher of the Anchorage Daily Times, who was chairman of the Alaska Statehood Committee and made the arrangements for the convention; delegates James Hurley of Wasilla and Barrie White of Anchorage; and Thomas B. Steward of Juneau, now a Superior Court judge, who was secretary of the convention.



Sure there are a lot of good reasons to drive 55, but there's one thing to remember:

It's not just a good idea. It's the law.



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## Upward Bound . . .

(Continued from Page 9)

University of Alaska, Fairbanks: Isabelle Adams, Rosaline Adams, Benjamin Arnold, Rhoda Curtis, Martha Garfield, Julie John, Grace Mueller, Norma Sheldon, Bert Smith and Colleen Swan.

Bethel Regional High School: Nellie Alaska, Palassa Boots, Elena Ekamrak, Christine Evan, Julia Gregory, Connie James, Margaret John Mary Lincoln and Linda Moore.

Kodiak Area Native Association: Larry Chichenoff, Darlene Deater, Jack Johansen, Nicholas Laktonen, Marci Nelson, Marlene O'Domin, Elizabeth Rastopsoff, Elizabeth Rowland, Terrilyn Wamser and Willie Zeeder.

The Sheldon Jackson College, Sitka and University of Alaska, Fairbanks programs have been quite innovative this year, using

a combination campus component and a follow-up high school component, thus providing a year-round programs for students both at their respective high schools and on the college campuses.

Bethel and Kodiak programs have incorporated Upward Bound right into the high schools themselves.

New federal regulations have just been published so next year's proposals will be developed within the next months. Anyone interested in commenting on this year's programs or wishing to submit concerns for next year should send their letters to: John A. Reimer, ASHES Director, Alaska Student Higher Education Services; Alaska Federation of Natives, Inc., 670 West Fireweed Lane, Anchorage, Alaska 99503.

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