

UNITED TRIBES TECHNICAL COLLEGE WEEKLY NEWSLETTER

VOL. 2 NO. 20

MARCH 21, 1994

Cafeteria

Mar. 21 to Mar. 25, 1994 Dinner

Mon. - Tater Tot Hot Dish, Salad Bar, Dinner Bun, Dessert

Tue. - Ham Sandwich on a French Bun, Bean Soup, Salad Bar, Veg., Assort Fresh Fruit

Wed. - Turkey Ala-King, Baking Powder Biscuit, Rice, Cranberry Sauce, Salad Bar, Pumpkin Bars, Fruit & Veg.

Thu. - Bar-B-Que on a Bun, Fries, Salad Bar, Coleslaw, Veg., Fresh, Fruit

Fri. - Fish Platter, Wild Rice, Veg., Salad Bar, Lemon Bars

Mar. 28, 1994 Dinner

Mon. - Turkey Sandwich on a Bun, Soup, Potato Chips, Salad Bar, Dessert, Veg., Fruit

Mar. 21 to Mar. 25, 1994 Supper

Mon. - Pork Cutlets, Instant Potatoes, Corn, Salad, Apple Sauce, Dessert

Tue. - New England Dinner, Boiled Potatoes, Boiled Veg., Salad Bar, Dessert

Wed. - Meat Loaf, Hash Brown Potatoes, Salad, Dessert

Thu. - Steak, Baked Potatoes, Tossed Salad, Garlic Toast,

Fri. - Chicken Breast Pattie on a Bun, Potatoes Wedge, Salad Bar, Dessert

Mar. 28, 1994

Supper

Mon. - Meatballs, Potatoes, Gravy, Vegetable, Salad, Dessert



Students

Pre-Registration

(for Fall Semester 1994) March 23 & 24, 1994
1994 AIHEC Conference March 26-30, 1994
Last Day to Drop/Withdraw from
Spring Classes March 29, 1994
Easter Holiday April 1-4, 1994
Classes Resume April 5, 1994
Final Exams May 2-5, 1994
Commencement Exercise May 6, 1994

Vocational Advisors and students must exercise good judgement in regards to drop/withdrawing from course(s), it should not affect the time they are scheduled to graduate.

Students who did not pick up their midterm grades, may pick them up at the Registrar's Office.

Graduates who did not apply for graduation can pick up their applications at my office.

If you have any questions or concerns, please give me a call at the Registrar's Office, ext. 216.



Placement Services

Placement services are provided to all UTTC graduates. Although UTTC cannot guarantee employment, every effort is made to place all students into jobs directly related to his/her training. In fulfilling this responsibility the placement staff works closely with the students prior to graduation to determine what types of employment the student is interested in and where the students would like to work.

Upon completion and successful assistance in job placement, the department assists the graduate in securing funds to cover the costs of his/her essential needs, including rent, deposits, food, etc.

Career Development Technician, Shirley Iron Road, will assist students with typing and resume outline.

Placement Officer, Melvin White Eagle and Placement Counselor, Bruce Hall are responsible for conducting one on one interview sessions with students. Gathering information from and for students relative to Job Development and Placement.

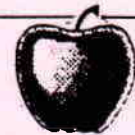
Jim Davenport, Director of the Placement Office at Minot State University, says the first thing a student should do once he or she is on campus is visit the Placement Office. "Every campus has one," he says. "While we can't guarantee students a job after graduation, we can help them acquire the skills they'll need to get one."

Davenport emphasizes that placement offices can't help students who don't visit them. "You'd be surprised at the number of students who don't bother us until they are about to graduate," he says. "Although we do everything we can to help them even when they come in late, there is so much we could do to help them before that."

"A misconception needs to be addressed about the role of placement officers," he says. "We don't place students in jobs. Rather, we prepare students for job opportunities by providing resources that will ready them for the interviewing process."

Final interview, thirty days prior to graduation, which will be around April 6, 1994. This is the most important of the interview process, at this point, all necessary job development documentation should be in an active file for actual job application and development.

Students who have not completed the required process should do so at this time.



If you go home at night dog-tired, maybe it's because you growled all day.

from Apple Seeds

This time period prior to graduation, both the student and the career development office will be working directly with potential employers and employment agencies. Students should make themselves available for possible job application and actual job interviews.

Career Development materials are available in the Placement Office.

Check the vacancy announcements on display. There may be a job opening just for you. Come and discuss your employment plans with us.

All graduating students are required to complete placement intake and interviews before graduation.

The purpose of this interview will be to make sure that the necessary job development documentation are complete, such as job application forms, resumes etc.

GRADUATION IS SEVEN WEEKS AWAY!



Staff and Students:

**UTTC Folders now on Sale
for \$1.00 each
in Arrow Graphics.**

**Please contact Terry at Ext. 296
(can be use as Presentation Folders
and/or Class Folders)**

UTTC Chapel Schedule

Sunday 10:00 a.m. - Catholic Mass
Sunday 12:00-1:00 p.m. - Assembly of God-Bible Study
1:00-2:00 p.m. - Assembly of God Services
Sunday 4:00 p.m. - Episcopal Services
Wednesday 7:00 p.m. - Catholic Stations of the Cross
Thursday 7:00 p.m. - Assembly of God Services
Any questions concerning campus ministry, contact:
Rev. Mr. Edward Johnson, Dr., Chaplain for
United Tribes Technical College at 255-3285 ext. 204



RESUME

The most powerful weapon you have in your battle to get a good job is YOU!

The next most powerful weapon is your RESUME. The RESUME serves as your personal emissary or agent to employers, it is you proxy in arguing to the employer that YOU should have the job. The resume accomplishes this by being, in fact, a word picture of you; a condensed autobiography telling who you are, what your experience have been, what your background is like, and why you, rather than one of the other applicants, should be selected as an employee.

And if all THAT does not impress the resume upon you as being very important. Consider this. Many employers, interested in saving time, often refuse to see any applicants until their resume...those candidates considered promising are invited to continue the application process. The remainder of the applications are trashed without regret.

Most professional employment services share the employer's enthusiasm for the resume. They tell you there is little chance of your getting any substantial job without an attractive, functional resume. So it should be pretty clear to you that if it's a good job you want, then a good resume is something you must have.

You are the most valuable thing you possess.

You are your own greatest asset.

You are what will determine...in the final analysis...whether or not you get a job.

You are your biggest strength.

CHEMICAL HEALTH CENTER

Drug Abuse is on the increase in Native Americans, listed a few facts that should make people aware of the dangers we face if we abuse drugs.

- 80% of suicides and attempts suicides among Indian youth are alcohol/substance abuse related.
- 63% of alcohol related violence results in destruction of homes and other property.
- 87% of family violence is caused by alcoholism, and/or alcohol/substance abuse.
- 71% of child neglect, sexual, and sponsal abuse occurs while under the influence of alcohol or drugs.
- 98% of all arrests on Indian reservations are alcohol/substance abuse related.
- 90% of hazardous driving arrests are related to alcohol and/or substance abuse that result in the need for additional detention facilities and emergency centers.
- 4 times more Indians are incarcerated than the general population for alcohol and/or substance abuse related criminal behavior including gang violence.
- 76% of Indian children in Special Education are either FAS/FAE or ARBD (Alcohol Related Birth Defects).
- 6 times more Indian infants are born with Fetal Alcohol Syndrome (FAS) or Fetal Alcohol Effect (FAE) than the general population.
- 90% of Indian teen pregnancies are suspected to be alcohol related.
- Over 65% of HIV/AIDS and STD among Indian males and females are alcohol related.

If you want more educational information you are welcome to at Bld. 68, the CHC staff will provide you with answers for your questions, you may also view the latest videos on alcohol and its effects.

Cholesterol, Blood Sugar & Blood Pressure Screening

WHERE: Skill Center, United Tribes

WHEN: Tuesday, March 29, 1994

9:00 am - 12:00 pm

Student Screening is FREE

UTTC staff \$5.00 charge for

Cholesterol Screening

Everyone Welcome!

(Food Basket will be given away as a Door Prize).

ATTENTION ALL GRADUATES

Knutson Photography will be on center in the Financial Aid office April 12, 1994 to take picutres. The cost for this sitting is \$20.00 per pack with the session starting at 10:00 a.m. Payments may be payroll deducted if the student arranges it with the Financial Aid office prior to the session.

Office Technology Department

The Office Technology Department would like to congratulate the following students for receiving all A's - 4.0 for their mid-term grades. Elaine Red Bird, Jessica Stewart, Marcella White Tail, & Carla Wilson.

The following students will be representing United Tribes at the AIHEC-Business Bowl competition on March 28. Marcella White Tail, Shanna Keeswood, Valirie Serawop, Mickie Deserly, Juanita Young, John Young Jr., and alternate Theresa Harvie. The competition will be held at the Office Technology Department here at United Tribes. Good Luck students and we are very proud of your accomplishments. **THERE WILL BE NO CLASSES ON MONDAY, MARCH 28. THIS IS FOR ONLY THE OFFICE TECHNOLOGY DEPARTMENT COURSES.**

In other news, the Office Technology club held a meeting on March 16. The students were notified on the status of the club jackets. The logo contest was held and the department would like to thank Kendra Kitto - O.T. student and Damien J. Cadotte - TJES for submitting entries. The logo which will be on the jackets is presented below. The artwork was designed by Sheri Baker and produced by Sandy Erickson. We would like to thank all Office Technology club members for making the jacket fundraising a success.

NEXT MEETING APRIL 7th, 3:00, Ed. Bldg. Room 220.
HAVE A HAPPY EASTER



AIHEC Basketball Tournament March 17-19, 1994 Congratulations

Men's Division

1st Place - UTTC

2nd Place - Salish Kootenai College

3rd Place - Stone Child

4th Place - Little Big Horn

5th Place - Sinte Gleska University

Women's Division

1st Place - Sinte Gleska University

2nd Place - Oglala Lakota College

3rd Place - Stone Child

4th Place - Salish Kootenai College

5th Place - Little Big Horn

Job Opening

Job Opportunity Bulletin
Equal Opportunity Employer
IN-HOUSE

Position Title: TJES Business Manager/Secretary
Closing Date: March 23, 1994

Summary of Duties:

Under the direct supervision of the Theodore Jamerson Elementary School Principal, the School Business Manager performs the following duties:

1. Maintains an inviting environment in the school office.
2. Receives and sorts mail for the elementary school.
3. Prepares time sheets for the elementary school and related program staff on a biweekly basis.
4. Responsible for all record keeping on students relevant to the Bureau of Indian Affairs monitoring and ISEP student count.
5. Enrolls students and is able to give parents information pertinent to the school.
6. Completes general typing for the elementary school, pre-school and nursery.
7. Types final copy of all proposals placed in behalf of the school.
8. Maintains general files and the Confidential Student Files.
9. Handles all business connected with the State Hot Lunch Program. (i.e), keeping a constantly current file of eligibility forms, gathering the monthly statistics and translating the information to the monthly voucher.
10. Places and keeps record of all USDA Commodity Food Orders.
11. Places orders for supplies and materials for five classrooms.
12. Places all request for Petty Cash, receives the money and is responsible for returning receipts and change to the Finance Department.
13. Completes research in varying degrees of difficulty regarding incoming and outgoing students.
14. Purchases supplies and materials for the school when requested by the Theodore Jamerson Elementary Principal.
15. Attends meetings as requested by the Theodore Jamerson Elementary Principal.
16. Maintains the budget and accounts in alignment with the Principal for the school year.
17. Other duties as assigned.

Minimum Qualifications:

Education & Experiences: 4 year degree preferred or 2 year college and/or experience with business, school related management.

Administrative experience preferred: computer knowledge required - wordprocessing, DBASE and accounting programs. Knowledge of accounting and federal program preferred.

For more information, call: Personnel Office, at 255-3285 ext. 221 or 321



FACTS ABOUT BLOOD CHOLESTEROL

(From the National Heart, Lung, Blood Institute)

What is cholesterol?

Pure cholesterol is an odorless, white, waxy, powdery substance. You cannot taste it or see it in the foods you eat.

Your body uses cholesterol to make essential body substances such as cell walls and hormones, as well as for various other functions. Even if you didn't eat cholesterol, your liver would manufacture enough for your body's needs.

How is blood cholesterol measured and how are the results expressed?

To measure your blood cholesterol level, a small blood sample determined. The average cholesterol level for middle-aged men and women in the U.S. is about 215 mg/dl.

Why should I care about cholesterol?

High blood cholesterol is one of three main controllable risk factors for coronary disease. The two other controllable risk factors for coronary disease are high blood pressure and cigarette smoking. Any one of these risk factors increases and individual's chance of developing heart disease. Obesity and diabetes are other risk factors.

Genetic and animal studies have shown that elevated level blood cholesterol, lead to early development of hardening of the arteries and coronary heart disease.

Recently, blood cholesterol levels for adults have been classified as:


- (1) Desirable (less than 200 mg/dl).
- (2) Borderline-high (200 to 239 mg/dl).
- (3) High (240mg/dl and above).

In adults, a total blood cholesterol level above 240 mg/dl warrants medical attention to help bring it down. However, levels above 200 mg/dl also increase the risk of heart disease and may require further evaluation, depending on whether other heart disease risk factors are present. When person are evaluated for borderline-high blood cholesterol levels, other factors that increase their risk status for coronary heart disease are low HDL-cholesterol levels, advanced hardening of the arteries in the head, legs, feet, hands, or arms; angina or other evidence of blockages in the arteries serving the heart; or a previous heart attack.

A physician can assess a person's risk for heart disease, offer advice on how to make dietary changes which are generally sufficient to lower blood cholesterol to an acceptable level, and monitor progress toward cholesterol reduction. Persons with very high blood cholesterol levels might also be prescribed a cholesterol-lowering drug.

What is coronary heart disease and how important is it to the average American?

Almost 30 percent of the nearly 2 million deaths in this country each year are the result of coronary heart disease. Most coronary heart disease is due to blockage in the arteries that supply blood to the heart muscle. Fat and cholesterol, circulating in the blood, are deposited the inner walls of the arteries. Over the years, scar tissue and other debris build up as more fat and cholesterol are deposited. The arteries become narrower and narrower, much as old water pipes build up scaly mineral deposits. This process is known as atherosclerosis. When one or more of the arteries is seriously narrowed, and generally when an obstructing blood clot forms at a site of narrowing, the result is a heart attack.



Theodore Jamerson Elementary School

I was neglected in not sending the newsletter last week and therefore some more very important dates went unnoticed. On March 13, back in '88 Joshua Good Bird, now in the Kindergarten, came screaming into existence. He turned 6 years old on Sunday. Happy Belated Birthday Joshua!

On March 19..not 1, not 2, not 3 of our little kiddies will celebrate their birthdays. "Wee" Willie Wilson is 6 years old. Kehala "the brain" Thomas is 8 years young. And Dessirae Brown, in the 3rd grade is really getting old, she is a whole 9 years old. Happy Birthday Willie, Kehala, & Dessirae!

On Sunday-March 20 Cera Grant, another one of these kindergarteners, is 6 years young. Happy Birthday Cera!
Swimming at the Y on Monday and Wednesday-Mar. 21 & 23 from 7-8:00 p.m. with the bus leaving at 6:30 p.m. from the gym.

"Sunny" Sunsaney Jewett, another kindergartener, will turn 6 years young on Tuesday-March 22. Happy Birthday Sunsaney!
On Tuesday, Mar. 22, the Chapter I Parent Checkout Corner will be open for "biz" from 4-5:00 p.m. Stop by and look over their "wares" or call Mrs. Mueller or Mrs. Frey at ext. 306 for more information.

The Parent Rap session will be held on Tues.-Mar. 22 at 12 noon at the Sakakawea Hall in the Early Childhood . Bring a sack lunch and enjoy this week's session "Children and Their Feelings".

The (Indian) Dancing & Singing Club will resume this week on Tues. & Thurs.-Mar 22 & 24. They meet in the small gym from 4-5:00 p.m. The Coordinators for these 2 groups are Shanna Keeswood and Severt Young Bear.

The Theodore Jamerson Youth Group (TJYG) will have open gym for grades 6-8 on Wednesday from 4-6:00 p.m.
Mrs. Mueller, Mrs. Rainbow, Mrs. Heck & Mrs. Kauffmann will attend a MATH conference on Thurs. Sat., March 24-26 at the Radisson Inn. Then they'll be really good at 'chipherin'.

The Children's Support Group will gather at the Kindergarten building on Thursday-March 24. This group is for the kids to share with other kids their feelings and their day or whatever. Parents must sign a consent form in order for their child to attend this group. Mrs. Danks and Ms. Condon are the coordinators for them.

The "Say No" Club will swim-n-slide their way through Thursday evening-Mar. 24, beginning at 6:00 p.m. Sounds like phun!
On Friday-Mar. 25 the TJYG will watch movies at the gym from 6:30 until 10:00 p.m. Reminder this is for those students in grades 6-8 only.

Your TJES Library had an unprecedented success with the first ever book giveaway. We received almost 1,000 books from the Bismarck Public Library that they were discarding and our library did not need old, used books...thus the students were the grateful recipients of these books. Just so there is no mix-up on which books are to be returned to school, these giveaways have stamped all jackets "Withdrawn". After you've read them all give them to someone else to enjoy, or put them in the wastebasket. Sometimes outdated materials is misinformation. Your library also is the caretaker of a complete set of National Geographics from a number of years, plus boxes of the extras saved for a rainy day. They're there for the taking.

The Bookmobile will be at TJES on Wednesday-April 6 from 12:30-3:00 p.m. This will be the last opportunity for the luckycardholders to check out books for this year. Live with it. In May they will only be picking up books, start looking for those books, Now.

Does anyone know what the current music/library building was built for? A little Chippewa told me it was the morgue...but you can't believe everything 'dose guys say'. We'll give you the correct answer in next week's newsletter.

They came from all the rez's last week, March 8/9, to participate in the ND State American Indian Science Fair held at "the gym". The solo winner from TJES was Rydell Longie, 4th grade, he placed 1st too boot in his category. Congratulations Rydell, bet you made grandma "LC" & grandpa proud. Damien Cadotte and Nadine Vasquez who took 1st in the local TJES Science Fair will travel to Albuquerque, NM, April 7-11. They will be participating in the National American Indian Science & Engineering Fair.

Recreation Weekly Activities

Monday: Weekly Pool Tournament - 7:00 pm - TV Lounge; Swimming - YMCA - 7:00-8:00 pm, the Bus leaves at 6:30 pm

Tuesday: Bowling League - Capital Lanes - 7:00-9:00 pm, Bus leaves at 6:30 pm from gym; Aerobic - 12:00 pm Small gym; Intramural B.B. - 6:30-10:00 pm, check for games at Recreation Dept.

Wednesday: Women's League Volleyball - check your schedules or call Recreation at ext. 261 or 361 for game times. Swimming - YMCA 7:00-8:00 pm, the Bus leaves at 6:30 pm.; Aerobics - 6:00-7:00 pm in the small gym.

Thursday: SAY NO CLUB - Check for activity on SAY NO Posters, or call Paul at ext. 313 and Recreation at ext. 261 or 361.; Men's Basketball - at the State Pen, Bus leaves at 4:45 pm from the gym, all students are welcome to participate.

Friday: Gymnastics - Will be held every Friday from 7:00-8:00 pm, Bus will leave at 6:30 pm., for more info. call Recreation ext. 261 or 361.

Saturday: OPEN GYM!!! 1:00 to 10:00 pm

Sunday: JACK-POT BINGO - This activity will be on student Payday weekends, from 7:00 to 8:00 pm in small gym. Jack-pot at \$66.00 with 55 numbers. (blackout); Women's Basketball League - Check your schedules or call Recreation at ext. 261 or 361; Free Student Bowling - This activity will be held on non-payday weekends only. There will be a 3 game maximum.

JUST SAY NO CLUB

Those enjoying the activities and lessons of the club are saying YES to healthy alternatives for fun and recreation, family interaction, good surprises, stimulation of the mind and body, and the important concept that "SAYING NO" can be and is rewarding in many ways. There are some events coming up that you'll want to participate in so the schedule here will serve as a reminder if it gets pinned up by calendar.

MARCH

31st - 6:00 p.m.: Easter Events

APRIL

6th - 6:00 p.m.: Circus (optional) (bus)

7th - 6:00 p.m.: Education -N- Entertainment

14th - 6:00 p.m.: Earth Day (Memorial Planting) (bus)

28th - 6:00 p.m.: River Walk -N- Picnic (Awards)