



# W **UNITED TRIBES TECHNICAL COLLEGE** WEEKLY NEWSLETTER R

VOL. 3 NO. 15

March 27, 1995

## Weekly Menu

*March 27 to March 31, 1995*

### BREAKFAST

- Mon - Boiled Eggs, Sausage Links, Toast, Grapefruit, 2% Milk
- Tue - Scrambled Eggs with Ham, English Muffin, Assorted Jellies, Orange Juice, 2% Milk
- Wed - Sausage Pattie & Eggs, Coffee Cake Plain, Hot Cereal, Banana, 2% Milk
- Thr - Western Omelet with Green Peppers, Bran Muffin, Orange Juice, 2% Milk
- Fri - Creamed Beef on Toast, Hash Browned Potatoes, 1/2 Orange, 2% Milk

### DINNER

- Mon - Pork Cutlets, Mashed Potatoes, Cream Gravy, Vegetable, Salad Bar, Apple Sauce, 2% Milk
- Tue - Lasagna, Garlic Toast, Vegetable, Salad Bar, Dessert, 2% Milk
- Wed - Hamburger on a Bun, French Fries, Salad Bar, Fresh Fruit, Tossed Salad, Vegetable, 2% Milk
- Thr - Chuck Wagon Stew, Baking Powder Biscuit, Salad Bar, Fresh Fruit, Relish Tray, 2% Milk
- Fri - Chicken Strips, Macaroni & Cheese, Dinner Bun, Salad Bar, Fruit, Vegetable, 2% Milk

### SUPPER

- Mon - Meatballs, Potatoes, Natural Gravy, Vegetable, Salad, Dessert, 2% Milk
- Tue - Roast Beef, Mashed Potatoes & Gravy, Vegetable, Salad Bar, Dessert, 2% Milk
- Wed - Bar-B-Que Chicken, Baked Potato, Vegetable, Dinner Roll, Salad, Dessert, 2% Milk
- Thr - Spaghetti with Meat Sauce, Vegetable, Salad Bar, Dessert, 2% Milk
- Fri - Pork Chow Mein with Rice, Chow Mein Noodles, Dinner Bun, Salad Bar, Egg Roll, Fruit Dessert, 2% Milk

## Placement

### PRESENTATION ON JOB SEEKING SKILLS

A speaker from the Agricultural Northern Great Plains Research Lab in Mandan will be here Friday the 31st of March at 2:00 pm to speak on Job Seeking Skills and Civil Rights. His name is Bruce Rittel, Administrative officer for Northern Great Plains Research Laboratory. He is quite knowledgeable about job seeking skills and maintaining jobs. He use to teach on this subject before he before he became a administrator. Please take advantage of this opportunity to learn more on this subject. If you have any more questions about this up and coming event please contact me in the Placement Office, Room 112 in the Education Building 31, or call Ext. 280. Thank You.

### Northern Great Plains Research Laboratory Job Opening

Northern Great Plains Research Laboratory also has a job opening. The title of this position is Biological Science Aid. This position requires someone with a nursing/farming/ranching background. Or any Industrial Art and Science background. Please come and see me if you need more information/job description to fill this placement.

### Prairie Knights Casino

Prairie Knights Casino has seven new vacancies to fill. They are the following: Cocktail Server, Steward (3-positions), Hunters Club Server, Porter, Change Person (2-positions, Graveyard shift), Security Officer, and Hot Line Prep Cook. Please come and see me for job descriptions at Room 112, the Education Bldg. 31, ext. 280.

Vince Schanandore, Placement Officer





## VOICE MAIL:

### VOICE MAIL IS HERE TO STAY

Although every frequently business caller seems to have at least one similar tale to relate about an experience in voice mail jail, most voice messaging systems are reliable and user-friendly. In fact, voice mail was rated second only to the telephone as the business communications medium—beating out fax machines, memos, letters and E-mail in a recent survey.

That voice mail is popular—and permanent—is without a doubt: According to a recent Gallop study of Fortune 500 telecommunications managers, 36 percent said that over the last three years, voice mail improved workplace productivity more than any other telecommunications product, and 84 percent of the companies had voice mail.

And a Voice Messaging Educational Committee survey of Fortune 2,000 professionals found that 89 percent think voice mail is an important medium for business communications, 78 percent find that voice mail improved productivity on the job and 58 percent prefer leaving voice mail messages to leaving messages with a receptionist.

"Voice messaging is now seen as a business necessity," says Nancy Jamison of Dataquest, a market research firm that tracks high-technology industries, "especially as it has proven to be both a productivity tool and a cost-saving device."

Productivity gains come from being able to leave messages for business colleagues 24 hours a day, whether or not they are at their desk or on the phone. Cost savings come, in part, from not having to employ operators to route calls or take messages. ("The average pink slip message costs \$3," says David Spiess of Executone Systems, a provider of voice mail systems and services.)

### DON'T GET MAD, GET SMART--WITH THESE TIPS

The Voice Messaging Education Committee offers these suggestions on how to avoid voice mail pitfalls and make the most of the technology.

#### Subscribers:

- Update your personal greeting regularly.
- In your greeting, let callers know when they can expect your return call.
- Include information in your greeting about how callers can reach a co-worker who can help them if you're unavailable or their call is urgent.
- If you'll be away from the office on business, or on vacation and not checking messages, tell them how to reach a colleague who is taking your calls.
- Check for voice messages regularly.
- Answer your telephone when you're at your desk.

#### Callers-in:

- If your call is urgent, or you need assistance immediately, try pressing 0. This will get you to an operator or receptionist in many cases, or will prompt you on what to do to reach someone.
- If you're trapped in voice mail jail, press 0 or the designated keys on your telephone to reach someone who can help. If that doesn't work, hang up, call back and press the key that should get an operator immediately.
- Keep your message to the point.
- When you leave a recorded message, explain why you're calling and when you need a response by, so the person you're calling can provide you with the information in a timely manner in a return call.
- Let the person you've called know when it's convenient to call you back.
- If you are requesting information, leave your name, full address, telephone number or fax number. Speak slowly—someone has to transcribe your message.
- If you reach a third party and would rather leave a voice mail message, ask to do so if not offered the option. Most large companies have voice mail, and the person who answers your call should be able to transfer you into the system to leave a message.

For more about getting the best use out of phone mail, contact Vanguard Communications Corporation, facilitators for the Voice Mail Education Committee, at 100 American Road, Morris Plains, NM 07950; or call them at 518/885-7291 to request free copies of their brochure Making the Most of Voice Mail.

## REGISTRAR'S NOTES

A reminder...the last day to drop a class is March 28, 1995. You are not automatically dropped from a class if you just quit showing up for it. You must fill out an add/drop form which can be picked up from my office. If you do not do fill out this form and are not attending the class you originally registered for, you will receive whatever grade the instructor gives you...in most cases an "F".

continued on page 3.





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 The following students/advisors have been neglectful in turning in their **Graduation Applications** and must turn them in, like now. Thank you for your prompt attention to this request.

- Faith Buffalo - AASPN
- Merrill Catches - AST
- Wanda Fetch - AASPN
- Diane Glatt - AASPN
- Connie Gwyther - AASPN
- Keva Janis - MR Cert.
- Dean Kitto - AST
- Karen Schaner - AASPN
- Vina Snider - AASPN
- Emrick Spotted Horse - Welding
- Joy Toliver - AASPN
- Carol Two Hearts - AASPN
- Julie Urlaub - AASPN
- Marilyn Vetter - AASPN
- Betty Weigand - AASPN

If your name is on the above list and you wish to have it removed, please turn in your **Graduation Application**. You may pick these up from the Registrars/Admissions Office, or check with your advisor. Or if you like to see your name in print, do nothing as these will be printed for the remainder of the year as a reminder.

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**Student Athletes and AIHEC College Bowl Participants Only...**In order to be able to represent UTTC's good name, you must have a good name, namely, you must be in good standing academically (2.00 GPA) at the midterm point...and...have low (not more than 20 hours...0-5 is good) absent hours in your classes.

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**ATTENTION STAFF AND STUDENTS:** Anyone interested in summer school, please contact the Admission Office as soon as possible.

**Outstanding Student**

**Dan Iron Road, Standing Rock Sioux Tribe, Criminal Justice graduating December 95.**  
 Due to Dan's show of responsibility and dedication, he has been accepted into the Burleigh County Sheriff Department under a Internship Program  
 Good Job Dan!!

**B I N G O**

The Student Activities Bingo Committee would like to express our gratitude and deepest appreciation to the following people/staff for donating and supporting our Bi-Weekly Bingo, which was held at the UTTC Cafeteria.

- Phil Baird - 1 12pk Coke, 2 bags of chips
  - Charlene Gjermundson - 2 2-liter coke, 1 bag popcorn, 1 pkg. cookies
  - Wanda Swagger - 2 bags chips, 2 boxes crackers
  - Sandy Erickson - 1 beauty basket
  - Ray Dwelle - \$3.00
  - Vern Anderson - \$5.00
  - Bob Feist - \$10.00
  - Telemarketing Staff - \$2.50
  - Bud Anderson - \$10.00
  - Ed Johnson - \$5.00
  - Sam Azure - \$2.00
  - Lois Rainbow - \$1.00
  - Glenna Mueller - \$1.00
  - Tami Georgeson - \$2.00
  - Judy Johnson - \$2.00
  - Dorvin Froseth - \$2.00
  - Anne Kuyper - \$2.00
  - Charlene Peterson - 1 book
  - Barb Frey - 2 tablets, 2 bottles of mineral water, 2 riddle books
  - Sherman Brunelle - 1 case of coke
  - Rhonda Bordeaux - 2 2-liters coke
  - Jill Feist - 23 cupcakes
  - Don Rush - Flashlight/batteries
  - Verzella Grey - 2 bags chips, 2 2-liter coke
  - Dave Gipp - 1 pkg. single box cereals
  - Phil & Tami Birdhorse - 1 4pc. glass set, 1 pkg. cereal bowls
  - Commercial Cooking Class - 2 round cakes
- If anybody was forgotten or not mentioned, our apologies. It is people like you who make our college worth being at and making it a better place for the students and their families.

Apology goes out to  
**Wileen Black Lance** for  
 the misspelling in last weeks  
 newsletter.





## Office Technology

The Office Technology Department has been extremely busy with classes, tests, meetings, etc. The department would like to congratulate the following students for being nominated for AIHEC Student of the Year Award. These students were nominated by the department using the following criteria. Cumulative GPA, Student Activities, Student Organizations, etc. We wish each and everyone of you could be the student of the year, but; good luck and we are proud of your accomplishments.

Theresa Harvie  
Clayton Blue Shield  
Lisa Catches  
Marcella White Tail  
Justine Parkhurst  
Ardell Blue Shield  
Karlitta Knight

The Office Technology Club and Office Technology students are anxiously awaiting the arrival of their jackets. The department ordered 50 new coats in various colors and styles. Students are reminded to pay them off as soon as possible.

The Office Technology Department will once again be in the AIHEC Business Bowl. The participants are: Jimmie Tiger, Marcella White Tail, Jody Traversie, Lynn Mann and Deanna Poowegup. Good luck students. The Office Technology Department would also like to wish our College Bowl students success. The Office Technology students in the College Bowl are: Karlitta Knight, Lisa Catches and Theresa Harvie.

## NCA Self-Study Steering Committee

At the open forum held on Thursday, March 2, one of the concerns raised was who should be responding to the self-study criteria. As was pointed out by Pres. Gipp, Jack Barden, and the steering committee from the outset, it is important and necessary that each UTTC employee express how he/she sees the strengths and weaknesses of his/her department or area. As individuals, we see things, especially concerns, in our own way which may be different from someone else in our area. In order to work with those individual concerns and build on our strengths, each of us needs to invest time, thought, and effort in this self-study project and, ultimately, into the institution.

The student survey was completed this week and addressed every department on campus. Students indicated several things they would like "fixed," but overall, they saw UTTC as being a positive experience. Everyone of us is here to serve each student the best we can. Those services make us all involved with education. Please continue to help UTTC be the best it can be by becoming actively involved in the self-study. If we are to keep the doors open and provide much needed services to the students who come through them, we all need to participate in the self-study.

**Next deadline for news for the  
Weekly Newsletter is  
March 29, 1995  
please follow the deadline.  
Send all articles to Wanda at  
Arrow Graphics**

**FOR SALE  
Beaded Moccasins  
and  
Silver Jewelry  
at the  
Cultural Arts  
Department**

**Contact: Sandy Poitra**

**To Graduating Students!!!  
You need to see Kathy Aller  
for measurements  
of your Cap & Gown.  
Also Graduation Invites are being  
made at the Printing Department  
The prices per invitation is 45¢  
All Graduates need to get with their  
instructor or Ken Hall in  
setting a meeting to discussion  
how many invites you need  
and your correct name spelling  
for your invitations.**

## Chemical Health Center

### Myths, Assumptions, and Biases of Alcohol

"Most alcoholics could stop drinking if they really wanted to."

Approximately two-thirds of recovering alcoholics who remain sober for one year recover from alcoholism. They may have an occasional lapse, but for the most part they live as nondrinking alcoholics. Recovery is a slow and very painful process. There can be many false starts, and sometimes the beginnings of recovery look like the worse and most hopeless of times.

Alcoholics don't want to give up the bottle. They seek or accept treatment because they fell desperately miserable, and have the smallest glint of hope. The faintest sense that they don't have to live this way. "But for the grace of God" expresses the wonder and mystery with which many recovering alcoholics explain why they are sober today, and others are not. "You have to hit your bottom" is another way many see it. People can accept varying levels of misery; when alcoholics can accept no more they may look for help and hope. If it comes far enough to meet them they may get better.

Sometimes we want to shake alcoholic by the collar. "What's wrong with you, don't you want to change?" But the disease is denial, despair, and worthlessness. To stop drinking is to let go of the parachute. The wonder is not that so many alcoholics continue to drink, but that so many stop.

"You can't help alcoholics until they ask for help or hit bottom."

We often mistake help for the incident that immediately precedes results. Help is a cumulative and often invisible process. Most of us can remember words or deeds that only became useful years later.

Alcoholics may have to hit bottom, however deep that bottom may be for each individual, before they can ask for or accept help. But there are many ways in which people help alcoholics reach that stage sooner. Recovering alcoholics are justifiably grateful, not only to the friends who brought them to their first meeting, but to all those who commented on their drinking through the years, and were not rebuffed; to the employers who called them on the carpet and ultimately fired them because of their drinking; and to the family members who refused to carry them up to bed each night and clean up their mess. In the end their recovery hinged on their inability to deny the connection between their unhappiness and their drinking. Friends who perpetuate such denial leave alcoholics to get progressively worse, and alcoholism is a fatal illness.

\*Broken Bottles Broken Dreams, by Charles Deutsch

FOR SALE

Like New

Panasonic Word Processor  
w/diskette and instruction book.

\$200.00

for more information call 663-  
2074 anytime or leave a message.

**Next deadline for news for the  
Weekly Newsletter is  
March 22, 1995  
please follow the deadline.  
Send all articles to Wanda at  
Arrow Graphics**

## CHAPLAINS CORNER

### Church Services

Catholic Mass - 10:00 a.m. each Sunday  
Assembly of God Services - 1:00 p.m. each Sunday  
Episcopal Services - 4:00 p.m. each Sunday

### Special Services

Assembly of God Prayer Services  
Tuesday evenings 7:00 p.m.

Assembly of God Bible Services  
Thursday evenings 7:00 p.m.

Catholic Stations of the Cross during Lent  
Wednesday evenings 7:00 p.m.

### First Communion Classes

March 11, March 25, April 8th, 1995.  
First Communion will be on Easter Sunday,  
April 16, at 10:00 a.m.

If you have any questions call Rev. Ed Johnson, UTTC  
Chaplain at 255-3285 ext. 204.