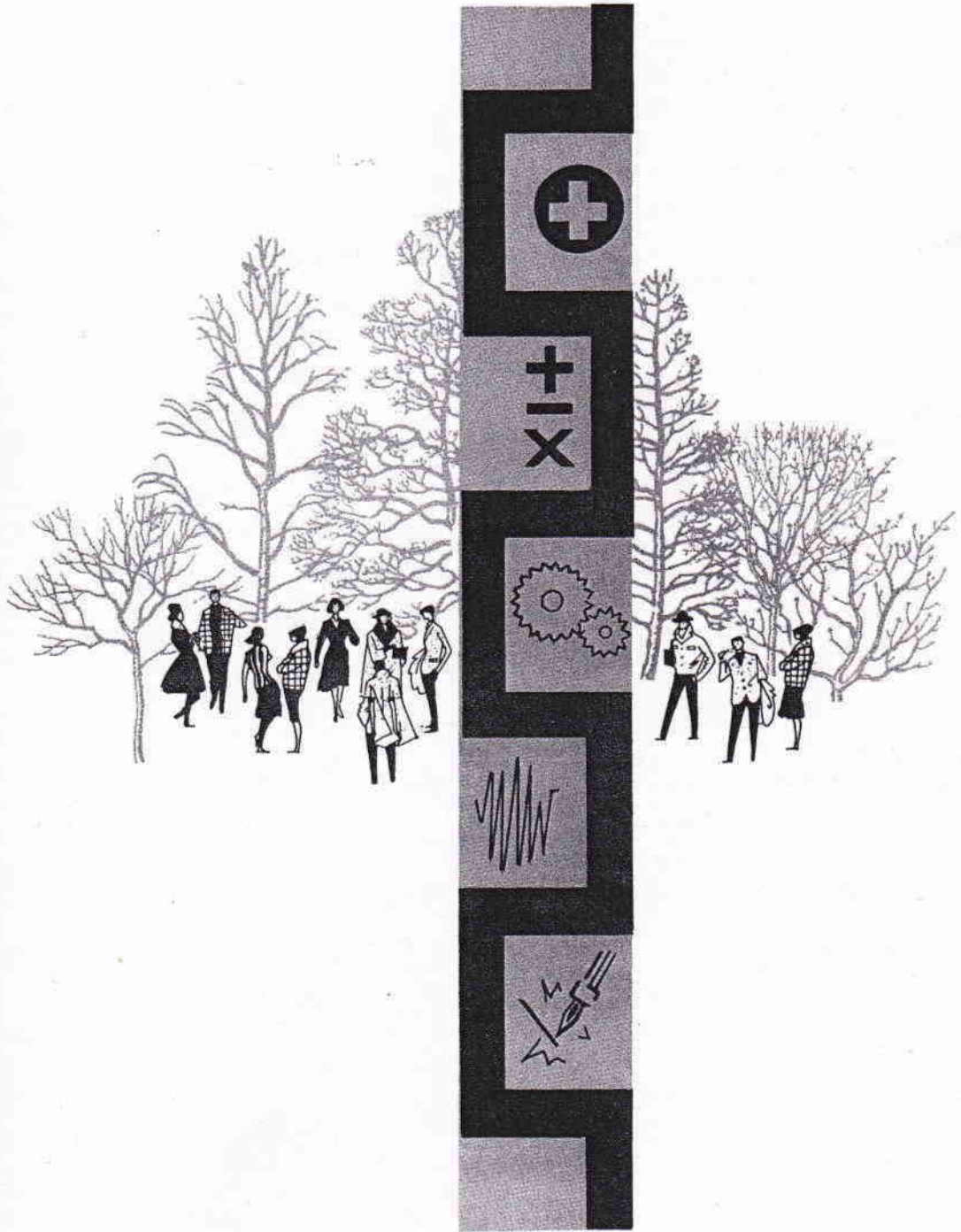


# Quarterly Report



**Field Engineering  
Corporation**

*6th*

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## QUARTERLY REPORT

January 1, 1971  
through  
April 30, 1971

## UNITED TRIBES EMPLOYMENT TRAINING CENTER

Prepared by  
BENDIX FIELD  
ENGINEERING CORPORATION  
A Subsidiary of  
The Bendix Corporation  
Columbia, Maryland 21043

April 23, 1971

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## INTRODUCTION

This report covers the performance period of January 1 through March 31, 1971. The report is submitted in accordance with contract requirements.

During this quarter, student enrollment increased rapidly. One hundred and fifteen students arrived this period bringing the total enrollment to 167. Regular students as well as students enrolled in two special programs which commenced this quarter comprised the arrivals.

Expansion of the Child Development Center facilities was completed. The additional space relieves the crowded conditions which have been in existence and allows the children the needed room to benefit from their development training.

An important stride was taken by the students in their involvement in Center activities. A constitutional convention was organized for the purpose of drafting rules, regulations, and by-laws governing the students' community and school living. It is with extreme pleasure that we report that the student body has accepted the constitution and that the law-making body is operating quite satisfactorily. The initiative of the students is to be commended.

Other significant accomplishments this quarter include:

- Graduation of 22 students bringing the total to date to 58.
- Attainment of G. E. D. certificates by 10 students bringing the total to 51.
- Improvement in placement and follow-up activities.
- Agreement from local testing agency to certify welding students.
- Organization changes which improve the services offered to students.
- Innovation of conducting management seminars on the reservation.

Bendix is committed to self-evaluation, and to meet this commitment an internal audit was conducted this quarter. Each functional area was reviewed by the management staff. Areas requiring improvement were noted, and recommendations were made for implementing changes.



## OPERATIONS

### community life

During this reporting period, student arrivals numbered 115 persons, composed of 16 family units, 78 singles, and 5 solo parents. The input of singles includes 40 enrolled in special programs. Trainee population data is presented in Table I.

TABLE I. TRAINEE POPULATION STATUS

TYPE	UNITS (12/31/70)			UNITS (3/31/71)			POPULATION	
	BALANCE	INPUT	EXIT	BALANCE	MALE	FEMALE	CHILDREN	TOTAL
SOLO	6	5	3	8	0	8	25	33
FAMILY	26	16	11	31	31	32	66	129
SINGLE	44	78	26	96	60	36	0	97
TOTALS	76	99	40	135	91	76	91	259

### HOUSING & DORMITORY LIVING

There are 46 housing units on Center. Forty of these units are presently occupied by solo and family units. In addition, there are four families residing in Bismarck under the half-way house program. The home of the month incentive award, which requires periodic house inspections, has revealed overall improvement in the condition of the homes.

The dormitories on Center are presently occupied by 60 in the men's dormitories and 36 in the women's dormitory. The incentive award for dorm room of the month, which requires weekly inspections, has shown a great improvement in room condition. These inspections have created a sense of competition among the dormitory residents, and there is evidence of a happier atmosphere.

A halfway house for male students preparing to graduate has been established on Center to give the single men a chance to live under actual on-the-job living conditions with no dorm rules. This halfway house experience will determine if the students are ready to accept responsibility before graduation.

## RECREATION

Participation in leisure time activities is high. More and more students are playing an active rather than a passive role. Adult programs include swimming, bowling, volleyball, basketball and weight lifting.

With the basketball season over and the softball season here, the students are looking forward to beginning competition in this sport. Two teams from UTETC will take part in the local city league, one being a "fast" pitch team and the other "slow" pitch. The women's team will take part in the city league, and the children's team will take part in the YMCA program. With the enrollment at a maximum, a league is being set up at UTETC.

A highlight of this quarter was that one of the students from UTETC was a team member of the North Dakota State AAU Basketball Champion team. The basketball team from UTETC was regarded as one of the best in the state. The swimming program has many UTETC students taking part. Children are receiving instruction from the YMCA. Many families are enjoying the "free swim" periods that are available.

Students from UTETC are enjoying bowling more as a result of more instruction and availability of instructors. Many want to join a summer league in town at various bowling centers. Bowling provides a great deal of entertainment and physical exercise.

A dance band was organized and social dances are held on Center once a week. Many Indians living in the Bismarck area have attended the dances, and students from UTETC enjoy seeing some outside interest. The band consists of four students from UTETC who are very talented in the field of music. The name of the band is "The Tribesmen" and they have been requested to play at various reservations in the midwest area. So far they have played at Turtle Mountain Reservation, Standing Rock, and Fort Berthold.

The students' children have taken part in various activities on Center and in town with the YMCA. Many are taking advantage of hours set aside for them and are really enjoying themselves. Many activities are scheduled for the children with the school year drawing to a close.

A new canteen was completed this quarter. Pool tables, table tennis, and table games are located in the canteen. The canteen sells many items that are in demand on Center, such as milk, snacks, pizza, razor blades, soaps, shoe polish, and many other items. The canteen is a place where many students come to relax and enjoy soft drinks, music, and discuss the days activities.

Table II presents the recreational activities for this quarter.

## STUDENT GOVERNMENT

The Student Government has been very active this quarter. The constitution and by-laws were all accepted.

The Student Government has established a student court with rules and regulations for the girls' and mens' dormitory, use of alcoholic beverages on Center, and the number of pets that one household can have. If these rules are broken, the student is taken before the student court where he is given a hearing before the judge or a trial by jury. Should the student plead guilty to the charges or be found guilty through appropriate court action, he or she will be subject to disciplinary action. As an example, for a student involved with an alcoholic beverage the rule is:

- Monetary fine or not less than \$2.50 or more than \$10.00.
- Extra work of not less than one hour or more than five hours.
- Or both a fine and extra work, as the court may see fit.

Repeated offenders can and will be subject to:

- Warning
- Probation
- Suspension
- Recommendation of termination to the proper officials.

Three student-court judges and twelve jurors have been elected from among the student body. Student court meets every Wednesday afternoon after classes.

Twice a month, there is a judge seminar held at UTETC for judges from the United Tribes geographical area. Our student-court judges have been quite fortunate in also being able to attend.

## ARTS AND CRAFTS

The ceramics class has been held on Tuesday and Thursday evenings from 7 o'clock to 10 o'clock. Because of the student interest and turn out, the ceramic shop is open on Saturday afternoon and on slower evenings. The students are doing good work and are enjoying the classes.

All items including pouring, firing, and glazing are free to the students. Those items completed may be kept or given as birthday or Christmas gifts.



## TABLE II. RECREATION ACTIVITIES

Jan. 1	City League Basketball-American Legion versus UTETC
Jan. 6	City League Basketball-UTETC versus Tribune
Jan. 8	Girls Basketball-BJC versus UTETC
Jan. 9	UTETC versus Wilton
Jan. 10	Trip to Cannon Ball-UTETC versus Cannon Ball
Jan. 13	City League Basketball-UTETC versus Tribune
Jan. 14	City League Basketball-UTETC versus Jolly George
Jan. 16	Basketball-Cannon Ball at Mandan with UTETC
Jan. 17	UTETC versus New Salem at New Salem
Jan. 20	City League Basketball-UTETC versus Elbow Room
Jan. 20	Start of Commercial League Basketball in Bismarck UTETC versus Statesmen
Jan. 21	City League-UTETC versus Jolly George
Jan. 23	UTETC Dance
Jan. 27	City & Commercial League Basketball UTETC versus Elks - UTETC versus Reckers
Jan. 28	City & Commercial League Basketball-UTETC versus American Legion-- UTETC versus Trotters
Jan. 31	Basketball Trip to Fort Totten UTETC versus CYC
Feb. 3	Trip to BJC Armory to watch the Solen High School basketball game
Feb. 4	City League Basketball-UTETC versus Arman Agency
Feb. 6	UTETC Social Dance at the gym
Feb. 7	Basketball-UTETC versus New Salem at SIS in Mandan
Feb. 9	City League Basketball-UTETC versus Tribune
Feb. 10	Trip to the State Penitentiary for party by The Indian Culture Group
Feb. 11	City League Basketball-Jolly George versus UTETC

TABLE II. RECREATION ACTIVITIES (Continued)

Feb. 13	Free Dance for the UTETC Students
Feb. 14	City League Basketball Tournament-UTETC placed 5th
Feb. 16	City League Basketball-UTETC versus Elbow Room
Feb. 17	Kids City Recreation Department in Bismarck
Feb. 19	Mary College preliminary game
Feb. 20	Mary College preliminary game
Feb. 21	Band trip to Belcourt High School
Feb. 27	UTETC Bingo-Band to the Fort Yates Pelican Inn
Feb. 28	Movie
March 2	District Basketball Tournament
March 3	Movie: Jim Thorpe-Band trip to Belcourt
March 6	Band trip to Pelican Inn-Bingo-Basketball at Mandan-UTETC versus New Salem
March 7	Movie: The Last Command
March 10	Commercial League District Tournament begins-UTETC versus Storestoppers
March 12	Basketball at Wilton-March of Dimes Benefit game-UTETC Dance
March 13	Bingo
March 14	Movie: Mysterious Island
March 24	Commercial League Basketball Tournament continued UTETC versus Storestoppers
March 25	State Amateur Basketball Tournament
March 26	State Amateur Basketball Tournament
March 27	State Amateur Basketball Tournament-UTETC Social Dance
March 28	UTETC Social Dance-Movie: Island of Terror

## PERSONAL DEVELOPMENT

The Personal Development phase of instruction has continued this quarter. This phase exposes the student to those learning areas which assist his adjustment as he moves from UTETC to vocation and community living situations. Courses offered this past quarter include:

- Foods and Nutrition. This course is continuing to meet with enthusiasm from all participants. Instruction is offered in basic nutrition and food preparation as well as tips on dieting, basic maintenance of kitchen appliances, consumer buying, family menu planning, and home entertaining. One class consists of all males.
- Basic Law and Income Tax. The term "basic law" is quite descriptive of that phase of the overall course. Federal Indian laws, history of U.S. laws, judicial precedents, constitutional amendments, and rights of the individual are included in this general overview. The final week of this six week course is devoted to basic instruction in filing federal income tax returns, the history of taxes and information on how the individual tax dollar is spent.
- Human Relations. This area of Personal Development is intended to help the student develop the social skills required to deal with coworkers in a job environment. The student is encouraged to develop problem-solving techniques. In addition, he is challenged to evaluate his own feelings, thereby attaining skills and ideas shared in a group setting.
- To Your Health. This course consisted of three weeks of programmed first aid instruction. Using the honor system, the student benefitted from his mistakes and hopefully gained more insight into basic first aid. The course also included three weeks of general instruction in the problems of venereal disease, alcoholism, and drug abuse.

## adult basic education

The Adult Basic Education program continues to operate as it has in the past. Students are tested upon arriving on Center and are then placed in one of four education programs:

- Program R = nonreader
- Program I = grades 2-4
- Program II = grades 5-8
- Program III = grades 8-12  
or G. E. D. preparation

Instruction consists of a combination of individualized and small group instruction and is geared to the individual needs of each student. Students remain in each program until they complete its performance objectives. The average student performs seventh grade work upon entrance and takes approximately seven months to obtain a high school equivalency certificate.

During this past quarter, 10 students have passed their G. E. D. tests. The total number of students receiving their high school equivalency certificates to date is 51. The attainment of the G. E. D. certificate reflects a high level of personal achievement for many individual students. One recent G. E. D. graduate entered UTETC with a 6.6 grade level in vocabulary; an 8.7 grade level in reading; a 5.4 level in spelling; and a 4.0 grade level in arithmetic. The student progressed through the Program II material and eventually passed the G. E. D. examination at the first testing.

There are presently 13 students participating in G. E. D. preparatory groups in anticipation of taking the G. E. D. examination during the first week in April.

There have been many other advancements made by individual students during the past quarter that have not as yet led to the completion of the G. E. D. program. The most dramatic examples have been two students who entered the Center with extremely elementary skills in all areas of basic education, due at least in part to previous linguistic and cultural backgrounds. Both of these students performed between the second and third grades in both reading and mathematics. They have both increased their reading levels by approximately three years, during their relatively short period of training (2-1/2 months).

The Performance Objective System for evaluating student progress is presently being reevaluated by the A. B. E. staff and the Master Teacher under actual teaching conditions and in regards to expected and actual results. Additions and revisions will be made where necessary to improve the system and make it more practicable for the students. The number of P. O. 's will be reduced with many of the present P. O. 's being condensed or eliminated. It is further hoped that this will help to eliminate the stigma of testing that has surrounded the use of the P. O. 's.

During this past quarter, six G. E. D. graduates have worked as teacher's aides. These graduates have been given in-service training, and it is expected that they will provide much assistance to the teachers. Improved individualized instruction will be realized by this approach.

The A. B. E. Program began instruction for 41 students enrolled in specialized training projects which were commenced this quarter. An instructor was hired to work with Four Bears Recreational Project and the Heavy Equipment training program. These students do not have the same educational objectives as the regular UTETC student but are being brought to minimum acceptable levels to correspond with their vocation.

Development of several enrichment courses was started this quarter. These will be offered to G. E. D. and high school graduates, and they will permit students to take advanced courses in mathematics and English or to develop their oral and written communication skills.

Courses may also be offered in creative writing, modern mathematics, etc., dependent on the interests of the students.

Table III presents the enrollment data for the various A. B. E. Programs and indicates the population changes which have occurred since January 1, 1971.

## vocational education

Full time vocational education was implemented this quarter for those students who have acquired their G. E. D. certificates. This will facilitate an earlier completion date.

Due to the steady increase in student enrollment, a full time instructor has been added to Nurse's Aide course and a full time junior instructor to Business Clerical course.

Outside identification signs have been installed on all the Vocational buildings, and plans are being implemented for the renovation of several areas to provide office and classroom facilities for the special projects students and staff.

The major accomplishment this quarter was the graduation of 22 students as presented in Table IV. Other accomplishments include:

- Auto Body. Students completed 12 work orders involving the complete body repair and painting of vehicles. Installation of two new paint and air extractors in the shop has corrected the overspray problem considerably and has improved the quality of the paint jobs performed.
- Auto Mechanics. A new type of instruction is currently being initiated this quarter in the Automotive course. The "Wheel" system is designed for the staggered input of students and assures complete instruction in each phase of the program. This system permits new students to begin their training at the point of instruction being conducted at the time of his arrival. During this quarter, the students received instruction in engine overhaul, tune-up, starter, generator and carburetor repair.
- Building Maintenance. Plans have been drawn and submitted for approval to remodel the upstairs of the shop and to move the classroom into this area. This will provide the room needed to instruct all phases of Building Maintenance in one area. Students concentrated on the electrical phase of training during this quarter.
- Welding. A local testing agency, approved by the American Welding Society, has agreed to test all students participating in the Welding program and to issue a welder qualifications certificate to those successfully passing the tests. This quarter, three students have received their certification.



TABLE III. ADULT BASIC EDUCATION ENROLLMENT DATA

PROGRAM/STATUS POPULATION

	R	I	II	III	NO EDUCATION	TOTALS
Beginning of Quarter		<u>1</u>	<u>17</u>	<u>43</u>	<u>41</u>	<u>102</u>
Increases:						
New Arrivals		2	28	54	31	115
Advancements		0	0	8	0	8
Course Revisions		0	0	0	6	6
G. E. D.		<u>0</u>	<u>0</u>	<u>0</u>	<u>10</u>	<u>10</u>
Total Increases		<u>2</u>	<u>28</u>	<u>62</u>	<u>47</u>	<u>139</u>
Subtotal		<u>3</u>	<u>45</u>	<u>105</u>	<u>88</u>	<u>241</u>
Decreases:						
Terminations		1	10	7	9	27
Graduations		0	0	2	20	22
Advancements		0	8	10	0	18
Course Revisions		<u>0</u>	<u>0</u>	<u>6</u>	<u>7</u>	<u>7</u>
Total Decreases		<u>1</u>	<u>18</u>	<u>25</u>	<u>30</u>	<u>74</u>
End of Quarter		<u><u>2</u></u>	<u><u>27</u></u>	<u><u>80</u></u>	<u><u>58</u></u>	<u><u>167</u></u>

TABLE IV. UTETC GRADUATES - QUARTER ENDED 3/31/71

Student Number		Start Date	Completion Date	Months to Complete	
27	W	Bus./Clerical	11/20/69	1/29/71	13.0
36	W	Bus./Clerical	12/12/69	2/26/71	14.5
37	H	Welding	12/12/69	1/15/71	13.0
43	H	Auto Mech.	1/12/70	1/22/71	12.5
48	W	Bus./Clerical	1/12/70	1/8/71	11.5
49	H	Welding	1/12/70	1/8/71	11.5
67	H	Bldg. Maint.	2/13/70	2/19/71	12.0
69	Solo	Bus./Clerical	2/16/70	2/12/71	12.0
72	H	Bus./Clerical	3/2/70	1/29/71	11.0
73	W	Bus./Clerical	3/2/70	1/29/71	11.0
74	Solo	Bus./Clerical	3/2/70	1/8/71	10.0
76	SW	Nurse Aide	3/2/70	2/19/71	11.5
83	H	Bus./Clerical	3/16/70	2/19/71	11.0
84	W	Bldg. Maint.	3/16/70	2/19/71	11.0
87	H	Welding	3/13/70	2/19/71	11.0
97	W	Nurse Aide	4/14/70	3/19/71	11.0
98	H	Auto Body	4/14/70	3/19/71	11.0
105	SM	Bus./Clerical	5/8/70	3/19/71	10.5
106	W	Nurse Aide	5/18/70	3/5/71	9.5
107	H	Auto Body	5/18/70	3/5/71	9.5
201	W	Bus./Clerical	7/14/70	3/19/71	8.0
202	H	Food Service	7/14/70	3/19/71	8.0

- Nurse's Aide. Of major significance this quarter, program students were able to qualify as Nursing Assistants under the Civil Service system in addition to qualifying as Nurse's Aides. Provisions have been made for full time vocation students to assist in the classroom instruction and in the dispensary.

One of the recent graduates will continue on to L.P.N. training this fall.

- Human Services. Human Services students now total twenty. This makes it one of the fastest growing programs on the Center. The classroom has been fully equipped with audio-visual aid devices, testing library, and colorful posters and collages. A lounge area has been provided in a room near the classroom. This permits students to relax and discuss various topics being studied. Four students have just recently completed their first segment of off-Center job-related experience. Students visited the Veterans Memorial Library in Bismarck and became acquainted with library procedures. Off-Center trips to various social agencies, both state and federal, are now being planned. With the increase of students, an additional staff member will be added soon.
- Police Science. Police Science students visited the North Dakota Legislature where they observed the state lawmakers in the process of submitting, reviewing and passing laws they might well have to enforce at a later time. In addition, students participated in a first aid program. Each student received a standard and advanced first aid card upon completion. Arrangements are now being made for students to be thoroughly trained in the proper use of firearms. This is being done with the cooperation of the Bismarck Police Department.
- Food Services. Each Food Services student now completes a thorough study program in sanitation. A broiler has been added to the food preparation facilities, and Food Service students will receive instruction in broiling foods. Students have split shifts to provide specialized instruction for all phases of daily meal preparation.
- Business Clerical. Business Clerical students are now learning the operation of electronic calculators. This new phase was introduced when the business machines section was expanded to accommodate more students. One student, who completed the program, has qualified for a GS-4 rating as a stenographer. Plans are now being made to expand the classroom facilities. This expansion would call for relocation of the rapid reproduction center, thus eliminating unnecessary interruptions and providing more space for the printing component. The reproduction center has processed 322 more requests than last quarter.

Table V presents vocational enrollment data.

#### MANAGEMENT SEMINAR

United Tribes Employment Training Center conducted its first Management Training Seminar at Fort Yates, North Dakota, on March 29 and 30, 1971. The seminar was planned and conducted by the United Tribes Employment Training Center Education Department. The two-day seminar incorporated lecture presentations accompanied by visual presentations. Films were used to emphasize and introduce new topics. The afternoon of the second day

TABLE V. VOCATIONAL ENROLLMENT DATA

	Police Science	Human Services	Special Projects	Auto Mech	Auto Body	Bldg. Maint	Bus/ Cler	Food Serv	Nurse Aide	Welding	Other	Total
Beginning of Quarter	<u>2</u>	<u>6</u>	<u>0</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>31</u>	<u>6</u>	<u>17</u>	<u>7</u>	<u>3</u>	<u>102</u>
Add:												
New Arrivals	7	14	40	7	3	6	23	0	8	7	0	115
Revisions	<u>-</u>	<u>1</u>	<u>1</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>-</u>	<u>3</u>	<u>0</u>	<u>11</u>
Total Additions	<u>7</u>	<u>15</u>	<u>41</u>	<u>10</u>	<u>3</u>	<u>6</u>	<u>26</u>	<u>0</u>	<u>8</u>	<u>10</u>	<u>0</u>	<u>126</u>
Deduct:												
Terminations	1	1	0	7	5	1	4	-	4	5	-	28
Graduations	-	-	-	1	2	2	10	1	3	3	0	22
Revisions	<u>2</u>	<u>-</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>2</u>	<u>11</u>
Total Deductions	<u>3</u>	<u>1</u>	<u>0</u>	<u>9</u>	<u>9</u>	<u>5</u>	<u>15</u>	<u>1</u>	<u>8</u>	<u>8</u>	<u>-</u>	<u>61</u>
End of Quarter	<u><u>6</u></u>	<u><u>20</u></u>	<u><u>41</u></u>	<u><u>10</u></u>	<u><u>4</u></u>	<u><u>12</u></u>	<u><u>42</u></u>	<u><u>5</u></u>	<u><u>17</u></u>	<u><u>9</u></u>	<u><u>1</u></u>	<u><u>167</u></u>

was devoted to discussion of areas of general interest to the entire group. The presentation included a thorough discussion of what management is, what a manager is, and what a manager does, with emphasis placed on getting things done through other people, as well as the importance of a follow-up on employee activities.

Seminar participants included nine from Fort Yates, one from Shields, and one from Cannonball, North Dakota. There were also two from McLaughlin, one participant from Little Eagle, one from Wakpala, and one from Bullhead in South Dakota.

Those attending the seminar requested specialized seminars relating to report writing, communications (written and oral), and all phases of planning and budgeting. A follow-up trip is being planned to identify the areas which were found to be particularly useful as well as those topics which might be included in future seminars.

### special projects

The following information pertains to the activities of the Special Projects Department which began February 22, 1971. The breakdown will be in two separate areas, Four Bears and Heavy Equipment.

#### FOUR BEARS

The Four Bears Project requires an input of students at different time intervals, depending on the length of training required; 24 students have been enrolled in the vocation of their choosing. Included are:

- Building Maintenance. The students have been introduced to the hand tools necessary in the trade. Emphasis has been made regarding the safety precautions necessary in the operation of these tools. The students are involved in an interior renovation at a service station here at the Center. The station will be used to train service station attendants. Experience will be gained in wall construction, painting, working with wood and concrete, and the importance of exact planning.
- Cooking. The students have been scheduled in a rotation cycle, and each will receive training in the preparation of breakfast, lunch, and dinner. The training time is broken into lectures, special demonstrations and actual kitchen work. Each student is given a home study course in sanitation. The major emphasis this quarter has been on the preparation and serving of a variety of pastries. The students are also learning associated cooking terminology.
- Clerical. The students are working extensively in the areas of typing and filing. An effort is being made to increase the typing speed and also to limit the number of errors. Filing includes alphabetizing; cross-referencing; and filing geographically, numerically, and by subject.



- **Bookkeeping.** The students are studying the skills and gaining knowledge in the area of record keeping. This includes cashier's records, checks, petty cash records, and budget records. A ten-key introduction to business machines has been completed.

### HEAVY EQUIPMENT

This program's classroom instruction began March 22, 1971, and all 15 students have been scheduled. Some students will be attempting to attain their G.E.D., while others are pursuing full time vocational training. The training consists of three weeks of classroom instruction, then two weeks of a combination of classroom and equipment operation, followed by three weeks on the equipment. The equipment includes a bulldozer, a front-end loader, a motor grader, and a scraper pan. The classroom instruction will focus on engine theory, welding, power tools, preventive maintenance, but the emphasis will be on safety.

In the Nursery area, sources dealing with Child Development are under study. Two of these are the Playtentials, a series of toys designed to help the infant develop full potential, and the Denver Development Screening Tool, a test to determine development.

Because of the overall changes and upgrading of the programs, it is felt that the CDC would qualify for a State Day Care license. The State Day Care and County Welfare personnel have been contacted to discuss this possibility, and a meeting has been scheduled.

Table VI presents enrollment data for the Child Development Center.

TABLE VI. CDC Enrollment Data

	Nursery	Pre-School	
		I	II
Beginning of Quarter	<u>28</u>	<u>16</u>	<u>11</u>
Arrivals	16	4	9
Subtotal	<u>44</u>	<u>20</u>	<u>20</u>
Departures	13	5	5
End of Quarter	<u>31</u>	<u>15</u>	<u>15</u>

## child development

Adequate space had been a problem for the Child Development Center (CDC). During this quarter, however, plans for expansion and remodeling were developed and approved. The necessary facility changes have been completed.

The first floor of the male dormitory was remodeled to house the Pre-School I and II areas. The former Pre-School I area is in the process of renovation, for the use of the toddlers. Shelving and gates are under construction. A Pre-Toddler area has been designed for mature one year old children. The previous Pre-School II area has been converted into a nursery lounge.

In addition to physical improvements, revisions were also made in safety practices. A fire prevention demonstration was held and an emergency evacuation plan is in process. Arrangements are being made for the Pre-School staff to participate in the First Aid Training program.

Pre-School I and II have added additional Kindergarten time to their daily schedule. Material sources have been investigated, and several visits have been made to the elementary schools to determine the best possible program for the children in Pre-School II. The Science Research Associates Reading and Mathematics Series are being used to better prepare our students for the first grade. The Frostig Program for the Development of Visual Perception is being ordered for both areas. Research has shown that young children need to be proficient in visual perceptual skills before they can successfully read, write, spell and do other academic work. The schedules for both areas have been changed to include more planned learning activities.

## program assurance

During the last quarter, Program Assurance has undergone an organizational change. Mr. J. Shanon now reports directly to the Center Manager instead of to the Manager of Education. This change allows more flexibility and also provides the Center Manager with an additional information source on which he may base his decision relative to program improvements or modifications. Significant achievements this quarter include the following:

- An internal audit conducted by managers and supervisory staff of Bendix areas of responsibility. This evaluation was conducted to identify weaknesses and strengths and to identify methods of overcoming the weak areas.

To increase their objectivity the managers and supervisors were paired in teams to evaluate departments not under their control and to make recommendations for improvements. Recommendations were received and target dates for implementation have been assigned.

- Follow-up information from employers of eight students that graduated during August and September 1970 was received during this quarter. A Performance and Work Appraisal Form was used to obtain this information. These forms ask questions relative to the graduate's knowledge of his job, quantity and quality of completed work, attendance, attitudes, judgment, reliability, adaptability and personal characteristics. Each question is assigned a numerical rating that can be totaled to determine how well the individual is performing. For purposes of training, 69 is the minimum acceptable score. The lowest score submitted by the employers was 75 which indicates that graduates are doing a good job. Listed below are the student numbers with the numerical values assigned by their employers:

<u>Student Number</u>	<u>Score</u>
1	81
10	75
11	80
14	80
15	75
3	86
24	77
25	89

- Course outlines for the new program at Four Bears Recreation Complex were developed and prepared. In addition, Program Assurance assisted in the implementation of the Heavy Equipment Program.
- A system was initiated which follows up the graduates who were not successful in retaining employment. Questionnaires were sent to employers requesting their evaluation of causes. Based on results, specific recommendations will be made which may involve:
  - Returning to the Center for further training,
  - Referral to off Center social services, or
  - Attempts to re-employ the individual.

## support services

### LOGISTICS

A comparison of the purchasing activity between last quarter and this quarter is presented below:

TABLE VII. PURCHASING ACTIVITY

	OND	JFM	NET CHANGE
Purchase Orders Placed	188	205	+17
Petty Cash Procurements	182	130	-52
GSA Orders	9	13	+ 4
Total Purchases	379	348	-31

Procurement during this quarter has declined from the previous quarter.

The significant accomplishment this quarter was the identification and purchase of equipment for the Four Bears Project.

#### BUILDING & GROUND MAINTENANCE

The Maintenance Section completed 752 work requests this quarter. Significant accomplishments were the installation of appliances and furniture in the 21 houses from Dickinson and the renovating and moving of Pre-School I and II to its new area in Building 33. Two offices were constructed and a kitchen area installed with cabinets and appliances. A new gas steak broiler was installed in the Dining Hall, and the second floor of 3A was converted to a two-bedroom apartment by adding a kitchen area with new cabinets and sink.

The complete renovation of Buildings 63 and 64 were completed by the United Tribes' construction crew. In these areas the walls were paneled, a suspended ceiling was installed, the floors were tiled and restroom plumbing installed. Also in Building 64, a Snack Bar was constructed.

Building 64 will be used for the Canteen and Snack Bar, and Building 63 will be used for the Safety and Security personnel. The completion of these areas has improved the services offered by these areas.

General routine maintenance was also performed which consisted of keeping streets, sidewalks, and building entrances clear of snow and ice; making weekly inspections of all furnaces and boilers on Center; and responding to other emergencies, such as gas leaks and broken water lines.

#### TRANSPORTATION AND AUTO MAINTENANCE

The transportation schedule remains the same as reported during the last quarter. This schedule provides the students with ample opportunity to arrive and depart from the Center.

At 7:45 a. m., we transport school children to four schools in the Bismarck area and return them to the Center at 4:00 p. m. This service is provided five days a week.

Along with the regularly scheduled transportation, all mail, medicine, films, repair parts, and eye glasses are picked up and delivered to the Center.

Special transportation was provided for evening and weekends to attend special events, as required.

During this quarter, transportation services were provided to 11,410 students, an increase of 5.7 students over last quarter, for a total distance of 14,651 miles.

Auto and equipment maintenance consisted of routine preventive maintenance. Major accomplishments this quarter were:

- Repair of clutch, pressure plate, and transmission on the pick-up truck.
- Replacement of defective cylinder heads, and ground and seated valves on station wagon.
- Repair of the warning light circuit on the bus.
- Repair of the governor on the Bobcat.

Revolving flashing lights were installed on a new automobile purchased by United Tribes for the Security Staff.

Because of the increased demands for additional auto transportation for short trips in the Bismarck-Mandan area, an additional station wagon was renovated.

To lower the cost of operating Center vehicles, arrangements were made to dispense gasoline from the pump located on Center. This arrangement has afforded the Center a 30 percent reduction in gasoline purchases.

#### STUDENT WORK PROGRAM

The Student Work Program continued this quarter with 1,250 man-hours spent on various projects.

Major accomplishments completed by the students during this period were:

- Completing the painting and clean-up of 21 new houses.
- Assisting in the renovation of the Pre-School I and II rooms by painting, clean-up, and sewing new drapes for the windows.

With additional students arriving for the Four Bears Projects, additional dorm space was required. The students also assisted with the painting and clean-up of two buildings for this project.

#### FOOD SERVICE

During this quarter, 21,173 meals were prepared and served by the Food Service personnel. Of this amount 4,846 were served to the children in the CDC and the Pre-School areas.

This quarter the graduation dinners for students were held in the Dining Hall at 4:30 p. m. to allow more students and staff to attend this important occasion. A dinner for the Cub Scouts was also served in February.



## student placement and follow-up

Table VIII, Student Placement, presents the trainees who have successfully completed training and who have been placed in employment this quarter. Out of 22 graduates, 18 have been placed. Two have not been placed because back surgery was required by the husband of the family. The remaining two were not placed because of the preferred location choice of the students. Efforts are being coordinated with tribal employment officials to employ these individuals on their reservation.

Performances among the majority of students who have been placed in employment continue to be satisfactory.

During this quarter 29 students have been placed on On-Job-Training for periods of two to three weeks. This is an increase of 17 more students than the previous reporting period. Distribution of those placed follows:

Human Services	4	Nurse's Aide	6
Business Clerical	10	Food Services	2
Welding	1	Auto Mechanics	2
Building Maintenance	2	Auto Body	2

The value of this program continues to be shown by the increased participation by business and government in the Bismarck - Mandan area. The evaluations made by the employers indicate the preparedness of the trainees. In several instances, employment placement was a result of recommendations made by the firm participating in the work related experience program.

With the increased numbers of students placed in the four state area (North Dakota, South Dakota, Minnesota, and Montana), an additional man in the Personnel Office was required to improve continuing follow-up coverage. In one instance, a couple quit their job and refused to accept employment stating that they would rather live on welfare for that period of time. Through follow-up efforts, it has been possible to persuade them to return to the Center for further training which will help to ensure their employment future.

The Follow-up Program is broken down into four parts: (1) mail contact with the employer and trainee; (2) telephone contact with both parties; (3) scheduled personal contacts to those areas that are practical to reach by automobile; and (4) follow-up utilizing local agencies such as the B. I. A., Employment Security Bureau, Welfare Departments, Alcoholic Counseling Centers, and any other agencies available in the areas of the student's residence.

TABLE VIII. STUDENT PLACEMENT

IDENTIFICATION NUMBER	GRADUATION DATE	DATE AND PLACE OF EMPLOYMENT	POSITION	VOCATION RELATED	STARTING SALARY	PREVIOUS SALARY	EMPLOYMENT PRIOR TO UTETC	PREVIOUS STATUS WELFARE
43 (1)	1/22/71	Minneapolis 1/25/71	Assembler	No	\$3.07/hr.	Unknown	Unknown	Unknown
44 (1)	11/6/70	Minneapolis	Unemployed Pregnancy	-	-	Unknown	Unknown	Unknown
48 (1)	1/8/71	Bismarck 1/11/71	Clerk	Yes	\$300/mo.	Unknown	Periodic	No
49 (1)	1/8/71	Bismarck 1/18/71	Maintenance	Yes	\$477/mo.	Unknown	None	No
67 (3)	2/19/71	Bismarck 2/22/71	Building Maintenance	Yes	\$477/mo.	\$560/mo.	Periodic	No
69 (1)	2/12/71	Grand Forks 2/22/71	Clerk	Yes	\$4326/yr.	None	None	Yes
72 (1)	1/29/71	Newtown 2/8/71	Clerk	Yes	\$408/mo.	\$3.60/hr.	Periodic	No
73 (1)	1/29/71	Newtown 2/8/71	Clerk	Yes	\$460/mo.	None	None	No
74 (2)	1/8/71	Aberdeen 1/18/71	Clerk	Yes	\$5524/yr.	None	None	Yes
76 (2)	2/19/71	Omaha 2/19/71	Nurse Aide	Yes	\$1.60/hr.	None	None	Yes
83 (1)	2/19/71	Fargo 3/1/71	Clerk	Yes	\$360/mo.	None	None	No
84 (1)	2/19/71	Fargo 3/1/71	Custodian	Yes	\$450/mo.	Unknown	Periodic	No
87 (1)	2/12/71	Eggharbor, (Date determined by Doctor)	Welder	Yes	Depends on test results	Unknown	Unknown	Unknown
97 (1)	3/19/71	Devils Lake 4/1/71	Nurse Aide	Yes	\$1.60/hr.	\$200 2 months	Periodic	Yes
98 (1)	3/19/71	Devils Lake 4/1/71	Body Man	Yes	50% of <b>\$7.00 per hr.</b>	None	None	No
104 (3)	3/19/71	Sioux Falls 4/5/71	Clerk	Yes	<b>\$360/mo</b>	None	None	Unknown
106 (1)	3/5/71	Winner 3/22/71	Nurse Aide	Yes	<b>\$1.60/hr.</b>	None	None	No
107 (1)	3/5/71	Winner 3/22/71	Body Man	Yes	<b>\$2.50/hr.</b>	\$860 3 1/2 mo.	Periodic	No

(1) Family Unit; (2) Solo Parent; (3) Single

The problems most often found to require follow-up activity are: marital strife, financial difficulties, housing, excessive drinking, job attendance and punctuality, and special medical requirements. To combat these problems, an individual with a professional counseling background will be added to the staff to assist in the more difficult sociological areas.

## business and administration

Significant events this quarter included the preparation and submission of proposals to conduct specialized training for the Four Bears Recreation Complex and for the Heavy Equipment program; the issuance of reports covering student progress; and the implementation of the Central Records System. In addition, several organization changes were implemented.

The proposals preparation involved the writing of the training approach and the estimate of costs to perform the instruction. As these programs are under the cognizance of various agencies, contractual terms which differ from the existing contract were defined. The Four Bears Program is under the cognizance of the North Dakota State Employment Service and the Fort Berthold Indian Reservation. The Heavy Equipment program is part of the Department of Labor Jobs 70 program in relation with the Associated General Contractors of North Dakota. Both programs allow Bendix to continue assisting the United Tribes in their goal of training Indian personnel. Both are unique in that employment of successful graduates is guaranteed by the respective customers.

A new method of reporting student progress was designed and issued this quarter. Statistics which were previously maintained in separate areas have been consolidated as part of the Central Records System. Specifically, the revised report covers:

- Listing of students by vocational and A. B. E. program and the percentage of performance objectives completed (Figure 1).
- Summary report on the performance evaluation indicating each student's personal progress (Figure 2).
- Statistics relative to the number of students who have entered UTETC since its inception, the number who have completed the program, and the number who have discontinued (Table IX).
- Compilation of the average length of time necessary to complete the program and the average number of months an individual has remained on the program prior to discontinuance (Table X).

		VOCATION										ADULT BASIC EDUCATION				
NO.	NAME	BC	BM	WE	AB	AM	PS	HS	NA	FS	PRI	PRII	PRIII	SS	GED	

FIGURE 1. STUDENT PERFORMANCE EVALUATION REPORT FORM

DATE \_\_\_\_\_

TRAINEE	START DATE	EST. COMP. DATE	MONTHS TO COMPLETION	P.O.'s REQUIRED	P.O.'s COMP.	% P.O.'s COMP.

FIGURE 2. PERFORMANCE OBJECTIVE PROGRESS FORM



TABLE IX. STUDENT STATISTICS - 9/1/69 to 3/31/71

VOCATION	IN TRAINING AS OF 3/31/71	TOTAL GRADUATES	TOTAL DISCONTINUED	TOTAL ENTERED
AGRI-BUSINESS <sup>(1)</sup>	0	2	2	4
AUTO BODY	4	5	9	18
AUTO MECHANICS	10	3	20	33
BUILDING MAINTENANCE	12	7	3	22
BUSINESS/CLERICAL	42	16	29	87
FOOD SERVICE	5	2	4	11
HUMAN SERVICES <sup>(2)</sup>	20	0	1	21
NURSE AIDE	17	11	21	49
POLICE SCIENCE <sup>(2)</sup>	6	0	1	7
WELDING	9	3	10	22
SPECIAL PROGRAMS:				
Elec. /Plumb	0	9	3	12
Four Bears (3)	24	0	0	24
Heavy Equipment (4)	17	0	0	17
NOT ASSIGNED	1	0	2	3
TOTAL	167	58	105	330
PERCENT	51%	17%	32%	100%

## NOTES:

- (1) Program Discontinued 9/30/70  
(2) Program Started 10/1/70  
(3) Program Started 2/22/71  
(4) Program Started 3/15/71

TABLE X. AVERAGE TRAINING MONTHS - 9/1/69 to 3/31/71

	MONTHS OF TRAINING RECEIVED	NUMBER OF STUDENTS	AVERAGE TRAINING MONTHS
REGULAR PROGRAM GRADUATES	526	49	10.7
SPECIAL PROGRAM GRADUATES	18	9	2.0
DISCONTINUANCES	377	105	3.6

This quarter organization changes were implemented which provide for more effective use of personnel and improve the services offered to the students. Specifically, the changes are:

- Establishment of Program Assurance as a staff function to Center Management.
- Combination of Human Services and Personal Development instruction into one function designated as Human Relations and Resource Training.
- Appointment of an additional personnel assistant for the responsibility of improved graduate follow-up.
- Establishment of a Special Projects function reporting to the Education Manager with responsibility for the effectiveness of special training programs.

### community relations

In our efforts to explain the goals and objectives of the Center to the public, 11 speeches and/or tours were given this quarter. William Rogers, Under-Secretary of the Interior, was a special guest at the Center. Several demonstrations, including first aid and civil defense, were presented on Center to the students and the staff. In addition, students from Mary College spent several hours observing Center children as a class project in growth and development.

Contacts between the Center and the community continue to play an important role in our daily activities. This exchange of material enables the community and the students to better relate to each other and enhances our mutual efforts in the betterment of the future of the American Indian.

Table XI presents the Community Relations activities which occurred this quarter.

TABLE XI. COMMUNITY RELATIONS EFFORTS - QUARTER ENDED 3/31/71

DATE	ORGANIZATION	CITY	PARTICIPANTS	ACTIVITY
1/7/71	Lake Region Junior College	Bismarck, N. D.	Program Assurance	Tour of Center
1/13/71	Rotary Club	Bismarck, N. D.	Center Manager	Introduced "Trainee of the Month"
1/24/71	United Methodist Church	Bismarck, N. D.	Community Life Mgr.	Arranged for showing of roto-show and bulletin board about Center
1/28/71	Boy Scouts of America North Dakota Council	Bismarck, N. D.	Support Services Mgr.	Speech
1/28/71	Bismarck Chamber of Commerce	Bismarck, N. D.	Center Manager	Attended publicity and promotion committee meeting
1/28/71		Bismarck, N. D.	Staff/Trainees	Banquet honoring A. B. Ellingson, G. D. Claymore, and D. Huber
2/9/71	Bismarck Fire Dept.	Bismarck, N. D.	Vocational Staff/Students	Hosted first aid demonstration
2/9/71	Century Motors, Inc.	Bismarck, N. D.	Center Manager Education Manager	Ceremony accepting donation of automotive equipment
2/10/71	Belcourt Tribal Members	Bismarck, N. D.	Nursery Supervisor	Tour of nursery
2/14/71	Towns' People	Belcourt	Center Manager	Speech
2/19/71	Burleigh County Civil Defense	Bismarck, N. D.	Vocational Staff	Hosted Civil Defense demonstration
2/23/71	Tribal Officials	Fort Totten	Center Manager Sr. Vocational Instructor	Meeting on police science program

TABLE XI. COMMUNITY RELATIONS EFFORTS - QUARTER ENDED 3/31/71 (Cont.)

DATE	ORGANIZATION	CITY	PARTICIPANTS	ACTIVITY
2/24/71	Towns' People	White Shield	Center Manager Community Life Manager	Represented Center at tribal leader's funeral
3/4/71		Bismarck	Staff	Graduation ceremonies for March graduates
3/8, 9/71	Regina Vocational School	Bismarck, N. D.	Education Manager Senior Vocational Instr.	Exchange of program information. Tour of Center
3/11/71	Denver Employment Assistance-State Employment Service	Bismarck, N. D.	Education Manager	Tour of Center
3/12/71	Wilton Basketball Team	Wilton	Students, Recreation Department	March of Dimes Benefit Basketball Game
3/22/71	Four Bears Economic Development Specialist		Four Bears Project Supervisor	Tour of Center
3/23/71	Four Bears (Fort Berthold) Screening Committee		Education Manager Center Manager	Luncheon
3/24/71	First Presbyterian Church	Mandan	Personal Development Supervisor	Speech
3/24/71	MDTA Representatives	Bismarck, N. D.	Education Manager	Tour of Center
3/26/71	Assumption Priory	Bismarck, N. D.	Program Assurance Analyst	Tour of Center
3/29, 30, 31/71	Regina Vocational Center	Regina	Center Manager Program Assurance Analyst	Exchange of Program information
3/25/71	William Rogers Under-Secretary of the Interior		Center Manager	Tour of Center

