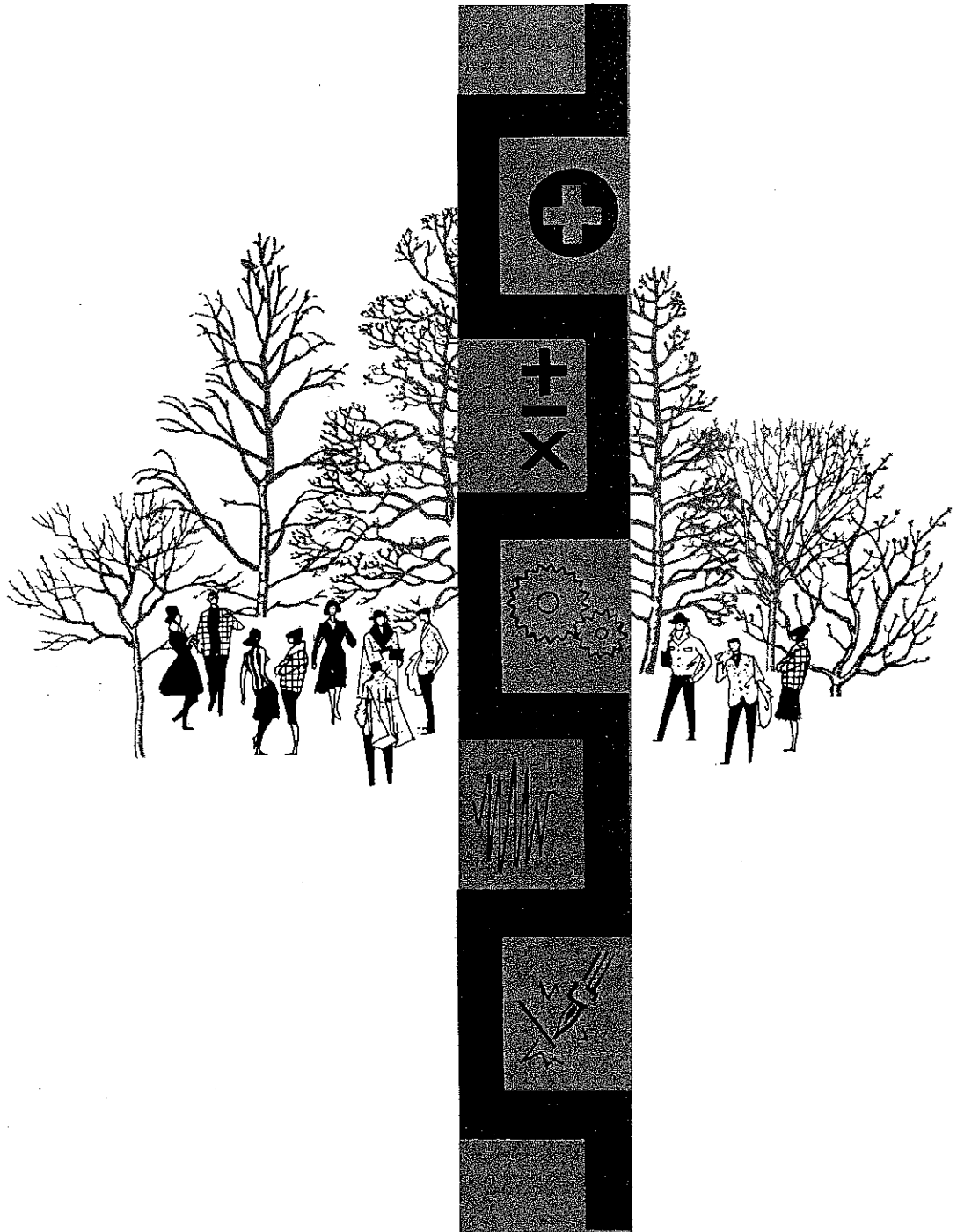


*Support Service*

# Quarterly Report



**Field Engineering  
Corporation**

*7th*

QUARTERLY REPORT

April 1, 1971  
through  
June 30, 1971

UNITED TRIBES  
EMPLOYMENT  
TRAINING CENTER

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## TABLE OF CONTENTS

	Page
INTRODUCTION	1
OPERATIONS	2
Community Life	2
Adult Basic Education	3
Vocational Education	4
Personal Development	5
Special Projects	6
Child Development	7
Support Services	7
Student Placement and Followup	8
Business and Administration	8

## INTRODUCTION

This report covers the performance period of April 1 through June 30, 1971. The report is submitted in accordance with contract requirements.

The most significant event of this quarter was the resolution made by the Board of Directors, United Tribes of North Dakota Development Corporation, to assume complete operational responsibility of the United Tribes Employment Training Center effective July 1, 1971. The United Tribes is to be commended for this action.

When Bendix was awarded the contract to operate the UTETC, it was with the expressed intention that at such time that the United Tribes were ready to fully manage the Center, Bendix would completely phase out of the program. This day has come. And now for the first time in history the Indian people have a training program completely Indian managed.

The Bendix Field Engineering Corporation is extremely proud to have been a part of this very successful program.

Significant accomplishments this quarter include:

- The graduation of the one hundredth student since the opening of the Center.
- The attainment of the State and Federal Day Care License by the Child Development Center.
- The completion of the first phase of the Heavy Equipment Program, with all students receiving immediate employment.
- Continued success with the placement followup function.

Since the Bendix contract is completed as of June 30, 1971, this is the final report. We again want to take this opportunity to wish the United Tribes every success in this very worthwhile training program.

## OPERATIONS

### community life

During the quarter ended June 30, 1971, student arrivals numbered 63 persons, composing 11 family units, 36 singles, and 5 solo parents. Student population data is presented in Table I.

TABLE I. STUDENT POPULATION STATUS

TYPE	UNITS (3/31/71)			UNITS (6/30/71)			POPULATION		
	BALANCE	INPUT	EXIT	BALANCE	MALE	FEMALE	CHILDREN	TOTAL	
SOLO	8	5	( 2)	11	0	11	23	34	
FAMILY	31	11	( 4)	38	38	38	86	162	
SINGLE	<u>96</u>	<u>36</u>	<u>(43)</u>	<u>89</u>	<u>52</u>	<u>37</u>	<u>0</u>	<u>89</u>	
TOTALS	135	52 <i>70</i>	(49)	138	90	86	109	285	

### HOUSING AND DORMITORY LIVING

There are presently 45 housing units on Center. Forty-one of these are occupied by solo and family units. In a continuing effort to provide half-way housing living experience for as many students as possible, the number of families residing in Bismarck has been increased by 5 units this quarter, bringing the total to 9 families receiving this invaluable experience. Housing inspections and frequent contact by the Community Life Manager continue to reveal that the half-way housing program is successful.

Center dormitories are presently occupied by 52 in the male dorms and 37 in the women's residence. The condition of the dormitory rooms has continually improved as the students are learning and maintaining their responsibilities toward good living standards. Inspections by the Community Life Manager have created a feeling of competition among the dormitory residents. Awards are presented to the male and female student who shows the greatest improvement in his/her living habits.

The Community Life Manager and the Dormitory Prefects have established regular meetings with the students to discuss matters relative to Center living. Through this mutual communication, any problems are jointly resolved.

## RECREATION

Leisure time activities continue to maintain motivation on a high level. More and more students are actively participating. With winter now passed, the Recreation Department has planned the summer recreation program. This program includes bingo, softball for both men and women, horseshoes, outdoor basketball, picnics, and trips. Of course, the swimming and ceramics programs continue as major forms of recreation.

The popularity of the canteen as a place for relaxation necessitated moving it to larger facilities. Pool tables and ping-pong have been added to activities available to students.

The Rodeo season commenced this quarter, and several students expressed the desire to form a Rodeo Club. Steps were taken to procure equipment for the club. The Recreation Department obtained chaps, ropes, and a bucking barrell. These students meet several times a week and receive instruction and practice on rodeo techniques. They also are provided with tickets to local rodeos. Some of the more talented members have actually participated in rodeo contests.

The "Tribesmen," the very talented Center band, continues to generate enthusiasm on the part of the students, and dances are held every two weeks on Center. Arrangements have been made to permit the band to play for local clubs. A direct benefit of this is that the name of the United Tribes Employment Training Center is spread to other parts of North Dakota.

The summer recreational program for school age children was commenced this quarter. Approximately 25 children are taking part in the program. Two full-time recreation assistants were hired to plan and coordinate activities, which include swimming, painting, crafts, and sports.

## adult basic education

The major achievement in ABE continues to be the attainment of GED certificates by dedicated students. During this quarter an additional 29 students accomplished this goal. Since the Center's inception, 80 students have received their high school equivalency. They are to be commended for their effort and dedication.

To reduce the number of students who drop ABE to pursue full-time vocational training, which is not always in their best interest, the ABE Master Teacher is presently conducting a study to determine the minimum educational level required before a student should

participate in full-time vocational training. At the completion of the study, a Center policy will be established setting forth the results.

As an integral part of ABE, the education staff conducts courses of interest to students under the Educational Enrichment Program. This program was designed to meet the needs of the students. A survey was taken among the students to determine what courses they would prefer. Current instruction includes advanced courses in mathematics and English as well as development of oral and written communications skills.

Table II presents enrollment data for the various ABE programs.

TABLE II - ABE ENROLLMENT	
<u>Area</u>	<u>Quantity</u>
Special Projects	16
Program R & I	0
Program II	18
Program III	57
Enrichment	14
Non-ABE	<u>71</u>
Total	176

## vocational education

The major accomplishment in Vocational Education this quarter was the graduation of 42 students. Of major significance is the fact that since the Center began operations just 22 months ago 100 students have successfully completed training.

Other achievements in vocational training include:

- A field trip to the Heartview Alcoholism Center by students enrolled in Human Services.
- A safety representative from the Smith Welding Supply Co. was invited to inspect the welding training facility; he was extremely impressed with the program.
- Investigation into the possibility of obtaining the National Vocational Accreditation.
- Completion of a new listening room for Human Services classes. This room is being used for individual conferences and various audio/visual aid usage.
- Participation by Nurse Aide students in a simulated tornado disaster exercise conducted by the Civil Defense at the Center. Approximately 40 students took part.

- Police Science students were exposed to their first firearms training at the Bismarck police firing range. These students also took a field trip to the State Laboratories where they observed a demonstration of the methods for identifying marijuana, amphetamines, and heroin in the laboratory.
- Students enrolled in Nurse Aide, Police Science, and Human Services participated in the First Aid course.

Table III presents vocational enrollment data.

TABLE III - VOCATIONAL ENROLLMENT ✓	
<u>Program</u>	<u>Quantity</u>
Automotive	11
Auto Body	5
Building Maintenance	12
Business Clerical	42
Food Services	6
Human Services	24
Nurse Aide	25
Police Science	4
Welding	8
Four Bears	29
Heavy Equipment	10
Total	176

28  
34  
—  
72

41  
39  
—  
80

### personal development

The Personal Development Program has been given the new descriptive title of Human Relations and Resource Training. Although the basic course content remains unchanged, the instructional benefits have been expanded to better meet the needs of the students. In addition, all library services are included under this function.

One project started and completed this quarter was the design and installation of an internal radio station. Its purpose is to provide a paging system and to play music for students during break times and lunch periods. The latter is especially enjoyed by the students.

Several classrooms have been remodeled to permit instruction in painting, sewing, and other activities designed to allow expression by the students.



Plans are under way to develop a one year Human Relations and Resource Training schedule. This should be completed early in July, 1971. Future planning also includes development of a driver education course.

During this quarter a garden class was formed. The students with the assistance of staff members planned a Center beautification program. They purchased and planted flowers throughout the Center grounds and sponsored an Earth Day with all students and staff participating in a general clean up. The appearance of the Center has been greatly enhanced by this effort.

## special projects

### FOUR BEARS

The Four Bears training program progressed satisfactorily during this quarter. Although student input for this program has been delayed, the training activities continued. Since most of the training is of short duration, concentration was placed on providing OJT experience for the students.

The food service students have been learning to prepare elegant and delicious food. They received instruction on the preparation of such dishes as shrimp, lobster, steak, and various other delicacies.

The desk clerks and maids have been receiving OJT at a local motel. From all reports, these students are doing extremely well. The desk clerks have also received training in telephone usage and etiquette. The training was provided voluntarily by the Northwestern Bell Telephone Company.

Students enrolled as service station attendants visited a local auto dealer's repair shop where they observed and participated in front end alignments and wheel balancing.

### HEAVY EQUIPMENT

The Heavy Equipment program which began March 22, 1971 is progressing well. Students are receiving classroom instruction on engine theory, welding, and preventive maintenance of equipment. Emphasis in all phases of instruction has been placed on safety. During the early part of this quarter, students were working one half day in the classroom and the other half in "hands on" equipment operation. The final phase of training concentrated strictly on the operation of equipment.

It is significant to report that all students who enrolled in this course graduated in June and were placed immediately in employment with contractor firms.

It is also noteworthy that five of these students took the time to achieve their GED certificates while attending UTETC. These gentlemen are to be commended for their determination in achieving this goal.

## child development

The child is the most important of human resources. If children receive proper education and development, they surely will have a better chance in life. UTETC is proud of its Child Development Program. The staff employed in this function are well qualified and dedicated.

As evidence of this dedication the CDC has earned the State and Federal day care license. This achievement is the result of many hours of long hard work, since the standards required for this licensing are rigorous.

Other specific achievements by the CDC this quarter include:

- Developing a well-balanced diet for breakfast, lunch, and snacks to include more protein nutrition.
- Preparatory instruction for those preschool children who will be entering the public school system in the fall.
- Attendance by key CDC personnel at the Head Start sponsored career development conference.
- Conducting parent conferences on a regular basis for the purpose of discussing the child's progress and development.
- Field trip to Dakota Zoo and Sertoma Park.
- Obtaining nine volunteers to assist in providing swimming lessons.

## support services

### LOGISTICS

During this quarter 280 purchase orders in excess of \$20,000 were placed. Petty cash procurements totaled \$1,200, and 975 line items were received. There were no major procurements.

### BUILDING AND GROUND MAINTENANCE

The Maintenance Section completed 650 work requests this quarter. All activities were of a routine nature, consisting of electrical and plumbing repairs, painting, moving of equipment, and keeping streets and sidewalks cleaned. All storm windows on Center buildings were removed and replaced with summer screens.

## TRANSPORTATION AND VEHICLE MAINTENANCE

Transportation this quarter was also routine, providing students transportation to and from Bismarck for medical and shopping trips. A total of 15,600 miles was traveled.

The major accomplishment in vehicle maintenance was the preparation of the summer grounds equipment, consisting of tractor, lawn mowers, etc. The winter equipment was inspected, repaired where necessary, and cleaned for summer storage. A complete service was performed on the Security vehicle and included oil and filter change, complete tune-up, and removal of snow tires, replacing them with regular tires. A complete major overhaul of the motor on the tractor was accomplished this quarter.

## FOOD SERVICE

During this quarter 25,700 meals were prepared and served by the Food Service personnel. Of this amount approximately 5,000 meals were served to the children in the nursery and preschool areas.

With all graduation services being held on Center, the Food Services section catered the meals.

## student placement and followup

Activities of this function during the quarter were concentrated on followup of previous graduates who were placed in employment. The followup program consists of four main functions:

- Mail contact with employer and graduate.
- Telephone contact with both.
- Personal contacts.
- Use of local agencies, such as BIA, Employment Security, Welfare Departments, and other agencies available in the area of graduate's residence.

During this quarter, followup was made in 96 cases concerning progress of employed and unemployed graduates.

## business and administration

The main activity of this function during the quarter was the preparation of budgetary estimates for operating UTETC for fiscal year 1972. All managers submitted their financial requirements for the ensuing year. From the data obtained, a proposal was developed and submitted to the United Tribes for review.

On May 12, 1971, the United Tribes of North Dakota Development Corporation informed Bendix that the United Tribes would assume full operation of UTETC effective July 1, 1971. Plans were made to ensure a smooth transition during the phaseover period. All Bendix employees met with United Tribes officials for the purpose of discussing employment. Coordination of the transition was accomplished through regular meetings between the UTETC Director and the Operations Managers.

We are pleased to report that the phaseover of Bendix responsibilities to the United Tribes went smoothly.

Assistance was provided to United Tribes in developing the operating budget under the new management. Meetings were held with all managers to inform them of the funding available for fiscal year 1972.

Finally, a complete inventory of all Center capital equipment was performed under the cognizance of the Bureau of Indian affairs. After completing the inventory, all equipment was signed over to the United Tribes.