



annual report



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Introduction

United Tribes Employment Training Center passed through a difficult period during 1971-1972. It was a time of striving to maintain stability in the face of major changes. During the fiscal year, two major staff turnovers occurred, policy revisions were initiated, and a more progressive Indian oriented philosophy resulted.

Begin in 1969, the Training Center, under the direction of the Bendix Corporation, had already gained a reputation of uniqueness, being the only Indian training center of its kind in the mid-west. However, the primary thrust of this corporation was to instill the middle class values of a non-Indian society into the Indian people. This was resented by the trainees, as well as the reservations sponsoring UTETC.

It was, therefore, determined that the Training Center would be placed under Indian management effective July 1, 1971. The Bendix Corporation was phased out of the operation, and gradually the character of the Center became much more Indian oriented.

During the initial changeover, the staff was comprised of roughly 40% Indian employees. By the end of fiscal year 1972, this had evolved into a staff which was 63% Indian.

Upon investigation, it was found that Center procedures required revision and updating. In addition, the filing/recording system was in a state of disarray; many records had been removed from the files and retained by the Bendix Corporation. A standardized means of record-keeping became a necessity.

A new Director, Mr. Little Soldier, was faced with the challenge of effecting these changes, orienting many recently hired employees, and continuing an effective training program at United Tribes.

Although organizational problems still existed, United Tribes Employment Training Center had received enough acclaim nationwide to warrant the visit of United States Senator, Edward Kennedy and his wife, Joan. Senator Kennedy toured the grounds and buildings and later commented in a public speech that UTETC demonstrates, "Indians can run programs, run them effectively, and run them well. . . They have the authority and the responsibility and I think they are doing a good job."

Nevertheless, the challenge of reorganization proved to be too large a task for the Director, and too unsettling an experience for several of the older staff members who resigned midway through the year, leaving tasks only partially completed or not yet begun.

Mr. Warren Means was hired as Director to replace Mr. Little Soldier in February 1972. An Ogalala Sioux from Pine Ridge, Mr. Means enthusiastically set about restoring order, making needed improvements, and leading United Tribes Employment Training Center towards the goal of becoming the most effective Indian Vocational School in the United States.

Although he has been in his position only a short time, his foresight and organizational qualities are evident in all departments and all aspects of the training.

A major renovation of Center buildings and grounds was immediately begun. Plans were made for a new library, audio-visual center, student coffee house, and central assembly area, among other improvements. In less than six months, most of these projects have been completed. They will be elaborated upon further within this annual report.

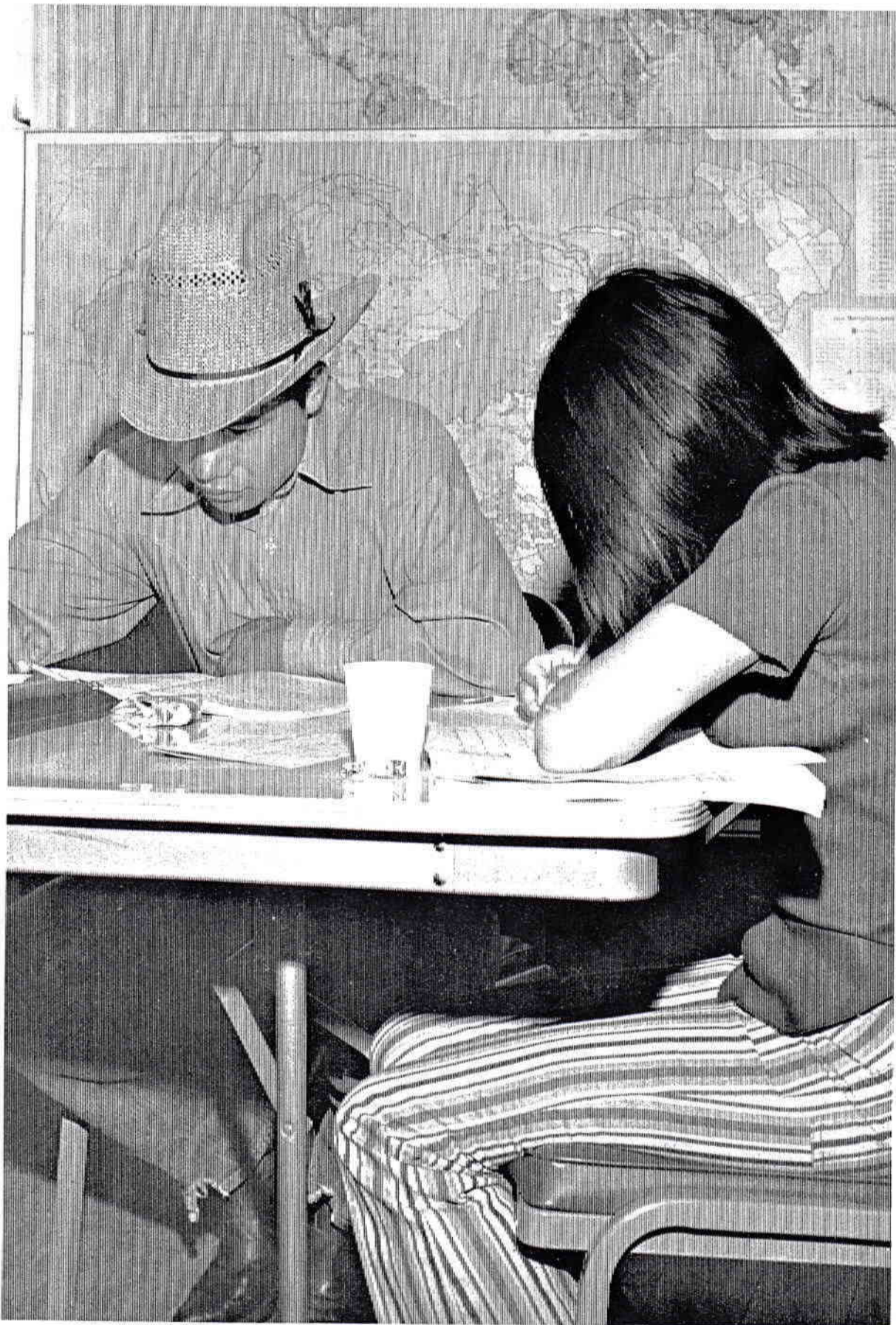
Proposals have been written for an elementary school, clinic, alcoholism treatment and training program, and programmed learning center. It only remains for these to be finally approved, and funded before the construction work is scheduled to begin.

All aspects of education at UTETC are being evaluated for effectiveness, and changes made where necessary. A totally revised curriculum is being written and implemented into the system. Testing procedures are also in the process of being improved.

Staff development has taken on a new impetus. Training conferences are being scheduled on Center and employees are encouraged to attend workshops pertinent to their jobs, held outside United Tribes. Special provisions are being made to aid those staff members who have not yet completed high school or college, and wish to do so. Brush up courses in English and secretarial skills are offered for clerical employees.

United Tribes Employment Training Center has become stabilized under the new Director in a very short period of time. It has made major strides forward, particularly between the months of March and June, 1972. The pride in accomplishment is witnessed in the spirit of the staff members; the improved educational training is seen in the attitude of its trainees.

This annual report will record the highlights of the past fiscal year, with particular emphasis on the most recent accomplishments of UTETC. One section will be devoted to the new direction which the Center hopes to take and with the plans for additional programs which are needed in the near future.



Education Department

All academic training conducted at U.T.E.T.C. comes under the direct supervision of the Education Department. Three main educational areas are involved. These are: Vocations, Personal Development, and Adult Basic Education. The Child Daycare Centers and Summer Enrichment Program are also under the jurisdiction of this department. One supervisor is in charge of each of these areas; he reports directly to the manager of the department.

The overall philosophy of the Education Department is "to provide to each individual student the vocational, personal development, and basic educational skills necessary to help him function as a productive, adjusted member of society."

During the past fiscal year, besides its regular areas of training, the Education Department undertook three additional special projects. These were the academic instruction of Four Bears employees, the New Careers academic training and preparation of off-center Heavy Equipment operators and mechanics.

FOUR BEARS

The training of employees to service the Four Bears recreational complex in Newtown was undertaken through United Tribes in the summer of 1971. Students from the Fort Berthold reservation were prepared to work as cooks, waiters, busboys, clerks, maids, and in a number of other positions. Remaining at the Training Center for 5 months, these 24 trainees also received basic educational instruction, if they so desired. Ten of these Four Bear students earned their G.E.D. certificates during the course of the program.

NEW CAREERS

A total of 38 trainees were enrolled in a training project to prepare law enforcement personnel for reservation work. Of these students, the 13 who were without high school diplomas or G.E.D. certificates were enrolled for a 90 day academic training period.

An additional supplemental staff was hired for the duration of training. Students concentrated on mathematics, language, reading, and science in their course work. One hour per day was also spent studying fundamentals of police science and one hour was devoted to human relations.

Instead of the projected 90 days, the New Careers trainees completed their work in 45 days. Ten of the students received their G.E.D. certificates; three partially completed their G.E.D. requirements. These three enrolled in programs for further study on their reservations. Immediately following their instruction at U.T.E.T.C., the New Careerists began on-the-job training on their respective reservations.

HEAVY EQUIPMENT PROGRAM

Beginning May 1972, a program was launched under the jurisdiction of United Tribes Employment Training Center, to prepare heavy equipment operators and mechanics. The three reservations serviced by the program were Fort Berthold, Cheyenne River, and Sisseton.

The instructors, counselors, and clerks hired for the program were oriented for a one-week period at U.T.E.T.C., prior to entering field training work on each reservation. All reports, forms and requests were submitted to the Training Center for action or approval; a standardized reporting system had first been devised for this purpose.

Scheduled to continue heavy equipment training for the duration of the season, the trainees were given an initial period of institutional instruction in the classroom. During this time they studied such subjects as safety, diesel engine operation, fundamental mechanics and power trains. After finishing this schooling, they were scheduled to be placed under the direction of the Bureau Roads Departments, building and repairing reservation roads.

Among other changes and improvements made through the Education Department are the following:

ACTION PROGRAM

The University Year in ACTION program was conceived to enable the community and the University to relate in a more meaningful way. A federally funded program, UYA was initiated at N.D.S.U. and U.T.E.T.C. during the fall of 1971, when program proposals were drawn up jointly by representatives of U.T.E.T.C. and North Dakota State University at Fargo. Sixteen students arrived for work on March 29, 1972.

While providing services in their particular interest and skill areas, the students also made their education more practical through learning experience.

One UYA volunteer was placed in the Recreation Department; two in the Adult Basic Education, while four students were assigned to the Personal Development Department. Two ACTION employees assisted in developing course material within the Curriculum Development area. Three volunteers were placed in Counseling and Placement. One of these students in Counseling and Placement, with training in the field of architecture, worked on building design for the Center. Four UYA volunteers were assigned to the Child Development Center.

LIBRARY

The library did not function at all during Fiscal Year 1971-72. Plans were made to reopen the library by July 30th in a new larger location. The library was formerly located in a small, narrow, out-of-the way room. The new setting is much larger and is more accessible to students and staff. The area will be carpeted and equipped with new, modern design shelving, bookcases, and furniture. \$2,500 has been spent in book purchases to update the library. The most complete assortment of Indian books and publications in the area is intended. Eventually, there are plans to develop the library into a nationwide lending and resource center on Indian literature.

AUDIO-VISUAL CENTER

Prior to the development of this area, audio-visual equipment had been poorly catalogued and randomly stored in various areas. All equipment was inventoried, catalogued, and a central storage room prepared. This arrangement made audio-visual equipment more available to all departments on Center.

\$10,000.00 worth of audio-visual equipment was ordered to update that already being used. This included three movie projectors, a video-tape system, and assorted films, tapes, and records.

NEW STUDENT ORIENTATION

Before the implementation of a new format, orientation was one week in length. This did not allow sufficient time for adjustment to the new

situation or to explore the various vocations offered by U.T.E.T.C.

The new program was increased to four weeks. Much of this time is spent in social adjustment courses(e. g. Personal Management and Interpersonal Relations) and in pre-vocational testing and exploration.

GRADUATION

Much work has been done on the graduation ceremony to make it more meaningful for the students. Formerly held at 4:00 in the afternoon, the event is now held at 8:00 p.m. This arrangement allows for a more appropriate atmosphere for the occasion. A banquet is served, and speeches given by respected Indians in a variety of fields. A more formal diploma has been designed. The aim of these revisions is a prestigious ceremony which will instill pride in students for their achievements.

STAFF DEVELOPMENT

The Day Care aides in the Child Development Center have been enrolled in Child Development and Family Relations 284 - The Child and His Life Development, for college credit. The course is being presented by the ACTION students from North Dakota State University who are employed in the CDC. CDFR 284 covers the total development of the child physically, emotionally, intellectually, and socially, from the prenatal stage through 6 years. Staff participation is increasing and plans for future staff development will be finalized in fiscal year 1973.

The American Manpower Institute for Development of Staff conducted seminars on communications, human relations, and the means for developing an "individualized learning packet" system of education. Further seminars were planned to assist U.T.E.T.C. staff in the preparation and implementation of individualized learning packets.

Staff members also attended conferences dealing with Media, Driver's Education, Alcoholism, Counseling, Management and Safety, during the past fiscal year.

ELEMENTARY SCHOOL

The proposal for an elementary school was written and approved in the spring of 1972. Due for completion in December of 1972, the elementary school will serve children in grades K through 8. It will house upwards of 70 students. The teaching method to be implemented in the school is that of a modular, open classroom system.

The school will bring relevancy to the education of the children of the trainees. It will provide them what they were missing in the public schools; a progressive, Indian-oriented curriculum and Indian teachers free from the prejudices of the white society. Education will be more meaningful and enjoyable, and without cultural bias.

MID-MANAGEMENT TRAINING PROGRAM

Although not yet thoroughly researched and put into effect, plans are being made to offer mid-management courses to both regular Center students and to reservation inhabitants desiring it. Fundamentals of bookkeeping, record-keeping, communication, delegation of responsibility, and supervision of employees will be offered in the

training program. Thus, students desiring to open small businesses or progress to a higher level administrative position in their work, should have the training necessary to do so.

U.T.E.T.C. CLINIC

A new Clinic proposed for United Tribes is to be constructed in a building designed for growth and flexibility, to expand as the Center expands. This facility will provide on-Center medical and dental care to serve the needs of the entire U.T.E.T.C. community.

A new classroom area will allow for the upgrading of the Nurse Aide training program. In-patient care and pharmaceutical services will be more comprehensive than present facilities. The clinic should be completed by June of 1973.

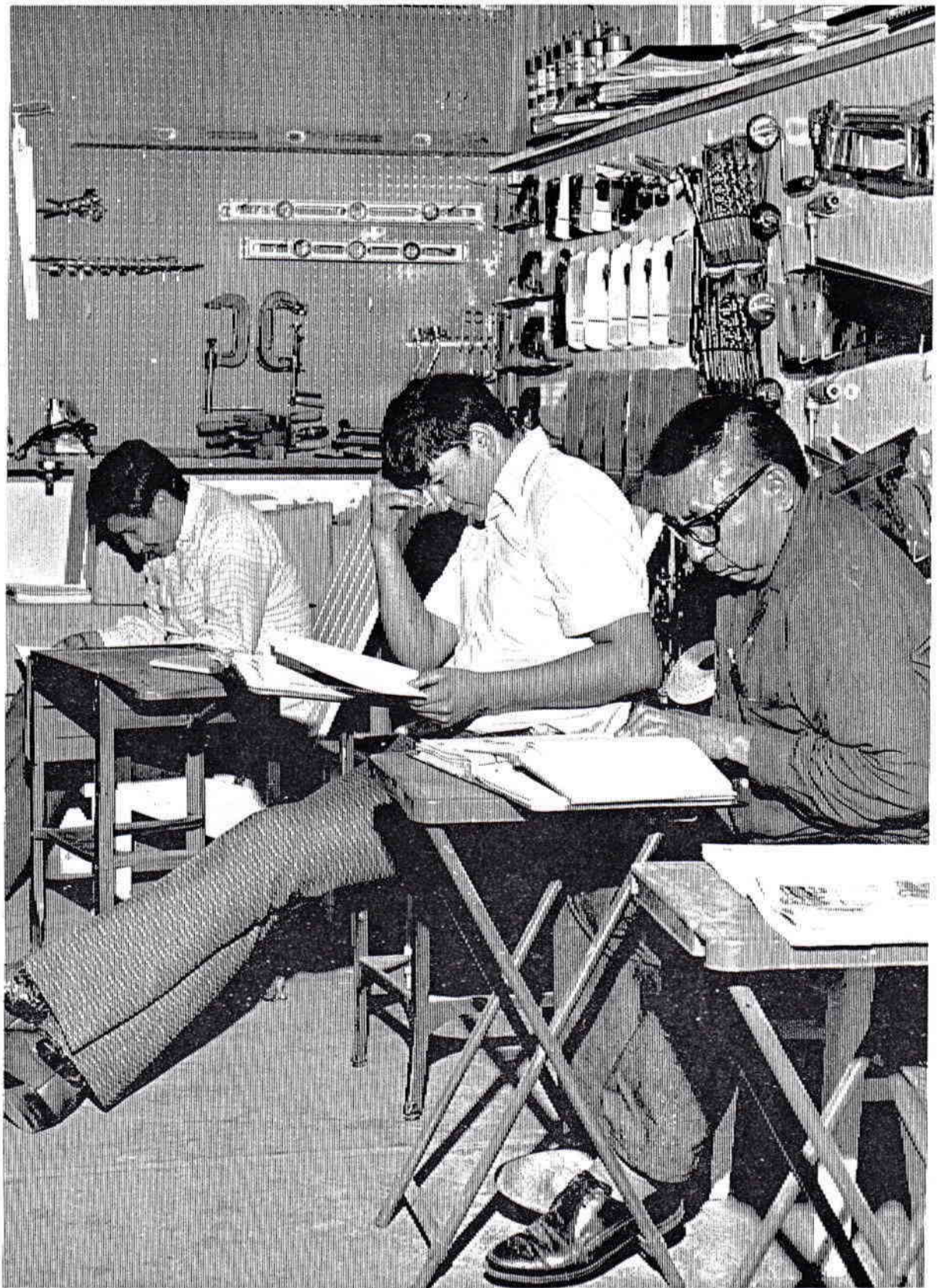
ALCOHOLISM PROGRAM

An extensive alcoholism training program has also been proposed for United Tribes Employment Training Center. After conducting extensive research, it has been determined that the problem of drinking within the Indian population is of serious consequence; it is not being adequately handled at the federal and state level. A threefold emphasis on alcoholism is desired for the Training Center:

1. Thorough instruction of counselors in dealing with alcoholic clients.
2. Training of Indian students as alcoholism counselor aides.
3. On-Center detoxification and treatment of trainees with moderate drinking problems.

By providing alcoholism services at U.T.E.T.C., it will aid in improving the total Indian situation, as well as promote graduates more capable of maintaining job status.





Vocations

VOCATIONS

There are at the present time ten vocations offered at United Tribes Employment Training Center. The student may choose from the following fields:

- Auto Body
- Automotive
- Building Trades
- Building Maintenance
- Carpentry
- Electrical Wiring
- Plumbing
- Business Clerical
- Food Service
- Human Services
- Nurse Aide
- Painting
- Police Science
- Welding

Painting is a recent addition to the Vocational Department at U.T.E.T.C. Written course material is currently being developed for this vocation by the Curriculum Development branch of the Education Department. The Auto Body program was instituted in June of 1971. Six students are now enrolled in Auto Body.

The minimum instructional time in all vocations was increased from 42 to 52 weeks in the past year.



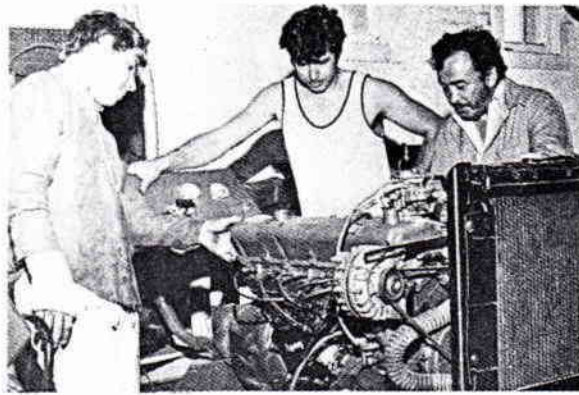
AUTO BODY

During this year, the students performed approximately 20 repair or spot jobs. Using the well-equipped body shop facility, they also put back in service 20 wrecked vehicles. Forty-eight complete paint jobs, along with the necessary body and metal work, were accomplished. Numerous other small repaint jobs were done by the Auto Body students during the year.

The students attended a DuPont Paint Clinic at Bismarck Junior College, Bismarck, North Dakota. Mr. Wayne Rumble presented the demonstrations.

Most of the student's learning is through actual experience. Staff and students of U.T.E.T.C. may bring their cars in for various types of repair work.

Students in the Auto Body program may train for work as an auto body craftsman or an automotive paint specialist, or both. Four students were placed in Auto Body Repair positions during the fiscal year.



AUTOMOTIVE

Similar to the Auto Body vocation, a major part of the students work is actual experience. This experience is gained through work on staff and student automobiles. Approximately 20 brake jobs, 40 tune-ups, and numerous trouble-shooting operations were carried out last year.

New equipment consisted of a hard seat grinder, an infra-red engine performance tester, and one distributor tester. Upon completion of training, a student may qualify for one or more of the following careers; automotive technician, tune-up specialist, brake specialist, or transmission specialist. Fourteen students are currently training for work in the automotive field. Fourteen students were placed in jobs in the automotive trade last year.

BUSINESS CLERICAL

Numerous changes have been implemented in the Business Clerical department during the fiscal year 1972. Changes occurred in the training facilities and in the curriculum.

In the classroom, L-shaped and Z-shaped desks have replaced the old style desk. These desks are equipped with three electrical outlets and provide a more comfortable working area for the students. Changes were made with the addition of draperies, new file cabinets, new instructor's desks, air conditioning, and refurbishing of student cabinets. All of these changes have made the classroom more comfortable and have provided a more realistic office setting.

New developments in the Business Clerical curriculum included the following:

- Typewriting Office Practice
- Office Machine Practice
- Business English
- Accounting
- Record Keeping Practice Set



The Individual Progress Method, Diamond Jubilee, Gregg Shorthand was introduced in May. This replaced Programmed Shorthand by Gregg. The Individual Progress Method consists of a kit for each student and a series of 40 tapes. By following the illustrations in the kit and practicing as directed by the tapes, the student is able to learn the material much quicker.

A new transcribing kit replaced the old one. This transcription material is much more thorough than before. Correct punctuation, capitalization, and grammatical usage is continuously reinforced and reviewed. This has proven very beneficial. One Unicom electronic printing calculator was purchased and six electric Royal and Olympia typewriters were added, as well as the EDU-KEE (Keyboard Education Equipment) Typing Simulator. Various coded punched tapes run through the machine, and the student responds to a lighted keyboard. When an error occurs the simulator deactivates. The student simply depresses the error release button, strikes the proper key, and continues. Correct responses and errors are automatically recorded. Since incorporating the EDU-KEE machine, student response and motivation has been tremendous. Learning occurs at a faster rate.

Community resources, especially in the area of telephone usage, were used throughout the year. The class toured Northwestern Bell Company in Bismarck, several films were viewed in the classroom, and two guest speakers were heard. Mrs. Irene Roth spoke on job possibilities with Northwestern Bell, and Mrs. Vivian Quast took part in training students to use a switchboard efficiently and correctly.

It was established that each Business Clerical student will participate in On-Center Office Experience and the Clerical Pool as part of their requirements. Each student must complete the following minimum number of hours:

On-Center Office Experience	100 hours
Clerical Pool	120 hours

The students record their time daily on a time sheet.

The Clerical Pool was instituted on May 1, 1972. Any staff member of U.T.E.T.C. may bring jobs to the Clerical Pool by simply filling out the request form as illustrated below.

CLERICAL POOL REQUEST		JOB NO. _____
NAME _____	DEPARTMENT _____	
EXTENSION _____	DATE WANTED _____	
CLERICAL INSTRUCTIONS _____		

OTHER INSTRUCTIONS		
<input type="checkbox"/> DITTO		
<input type="checkbox"/> LAMINATE		
<input type="checkbox"/> TRANSPARENCY		
NUMBER OF COPIES WANTED _____		
JOB ASSIGNED TO _____		
INSTRUCTOR'S APPROVAL FOR RETURN _____		
EVALUATION BY UTETC STAFF MEMBER _____		
<input type="checkbox"/> WELL DONE	ADDITIONAL COMMENTS _____	
<input type="checkbox"/> ACCEPTABLE	_____	
<input type="checkbox"/> REDO	_____	

Jobs may consist of typing, adding machine work, transcribing, and various other clerical duties. The following is the number of jobs completed and time spent completing the jobs.

Number of Jobs	Hours
89	189.5

Of the 89 jobs, nearly every one was rated "well done" by the persons requesting the typing. The Clerical Pool is proving to be an outstanding learning situation for the students, as well as a great help to staff members who need clerical assistance. Located in a room away from the regular classroom, each station is equipped with desk, typewriter, and adding machine. The stu-

dents have expressed a feeling of being a real secretary and are proud of their accomplishments. Twenty-six students graduated from the Business Clerical department during fiscal year 1972, and all were placed in jobs. Prior to completion of the program, each student spends three weeks in an office in Bismarck for on-the-job training. On-the-job training was provided at the following business places:

Civil Defense
 J. C. Penney's
 North Dakota State Employment Security Bureau Accounts and Purchasing
 Orson, Olson, Walfee, and St. Peter - Accountants

Social Security Administration
 Parks and Recreation
 State Planning Board
 Tax Department
 Montana-Dakota Utilities
 Acme Employment Agency
 Council for American Indian Ministry Association



BUILDING TRADES

The Building Trades program trains students for work in one or more of the following fields:

- Building Maintenance
- Carpentry
- Electrical Wiring
- Plumbing

Practical experience, through work on-Center, gives the students an excellent background in this field. Classroom books and audio-visual aids supplement this work experience. Building Trades students have performed many carpentry-type jobs, such as building shelves, cabinets and cupboards.

In May and June, all Building Trades students participated in work experience at Pierre, South Dakota, and Fort Totten, North Dakota. A sewage system was installed at the Pierre Indian School, for the United Sioux Development Corporation, and at Fort Totten students assisted in building a rodeo arena.

Eleven students are presently studying Building Trades. Seventeen students were placed in positions in the Building Trades field during fiscal year 1972.



FOOD SERVICE

Students in the Food Service program train for employment in one or more of the following jobs: general cook, baker, meat cutter, and short order cook. Last year, six students graduated and were placed in Food Service work. One student is now enrolled in the program.

Food Service training takes place in the Center's dining hall. A major part of the students learn-

ing is done by helping prepare and serve meals for the Center students and staff.

Changes in the Food Service facilities included wall repairs and painting, new draperies, and installation of air conditioning.



HUMAN SERVICES

Twenty-four students who received Human Services training in the past year were placed in jobs in this field. The program is designed to train students for service in the area of social work, counselor aide, community work, day care, probation and juvenile delinquency counseling, alcoholism and counseling. Communication skills and the ability to relate well to others is stressed. Seventeen students are now at work in the Human Services training program.

Since Human Services training involves relationships with individuals and groups, an effort is made to enrich this training with simulations and other exercises in the following areas:

- Awareness
- Listening Skills
- Group/Team Building
- Decision-Making/Consensus
- Planning
- Creativity
- Values-Clarification
- Group Leadership Skills
- Conflict Management

These training aids are greatly enhanced by the use of video-tape recording and simulations in counseling, family life, and group activities. Extensive use is made of books, magazines, and newspapers in effecting a comprehensive Human Services course.

In addition to the basic curriculum activities in the classroom, the following activities took place during the fiscal year 1972:

Visiting Lecturers from:

Heartview Foundation
Jamestown Hospital Alcoholism and Drug Abuse Center
Childrens' Village
Area Social Service Center
North Dakota Commission on Alcoholism and Drug Abuse
Law Enforcement Council
Bismarck Junior College
Mary College
North Dakota State Penitentiary
Nodland Law Office
Parents Without Partners
U.T.E.T.C. Counseling Staff

Training Conferences and Workshops Attended by Students Included:

Parent Effectiveness Training	by Larry Brewster, nationally certified instructor
Pre-Surgical Counseling	by St. Alexius staff
Transaction Analysis	at Holiday Inn
Death and Bereavement Therapy	at Mary College, by N. D. Mental Health
Reality Therapy	at B.J.C., by North Dakota PGA
Nutrition (related to Food Stamp Program)	Burleigh County Extension Service
Home Care	by Morton County Extension Service

Field Trips taken Included:

State Industrial School	Mandan, N. D.
Baptist Home of the Aged	Bismarck, N. D.
North Dakota State Penitentiary	Bismarck, N. D.
Awareness House	Bismarck, N. D.
Area libraries (frequently used for special reading and research)	Bismarck, N. D.

The Human Services student spends a total of six weeks in on-the-job training, staggered in three two-week periods. On-the-job training sites included:

State Industrial School	Mandan, N. D.
Employment Security Bureau	Bismarck, N. D.
School of Hope	Bismarck, N. D.
Awareness House	Bismarck, N. D.
Baptist Home for the Aged	Bismarck, N. D.
Sisseton CAP Program	Sisseton, S. D.
U.T.E.T.C. - with Counselors,	Bismarck, N. D.
Day Care Center, Summer Enrichment	Bismarck, N. D.
Dormitory Aids - BIA Boarding School	Fort Yates, N. D.
Children's Village	Bismarck, N. D.
Jamestown Hospital Alcoholism and Drug Abuse Center	Jamestown, N. D.
Belcourt Alcohol Counseling Center	Belcourt, N. D.
Burleigh County Welfare Office	Bismarck, N. D.

The class benefited tremendously from this extensive, diversified training. The Parent Effectiveness Training (P.E.T.), a new and nationally-syndicated training technique, combines some of the newer concepts in counseling and gives them a practical application at paraprofessional and lay levels. The course required approximately thirty hours of lecture and discussion, plus additional reading assignments under the leadership of Larry Brewster of Childrens' Village, the locally certified P.E.T. trainer.

Students from the Human Services department volunteered time for assisting in the orientation of new students, UTETC-sponsored workshops, and other Center activities. Students also participated in workshops on racism conducted by the Institute for Community Understanding; in the Indian Culture Group at the State Penitentiary; in leadership in Alcoholics Anonymous; and other extra-curricular activities.

The effect of training in the Human Services program has raised the rights of several students to seek additional training in more advanced

programs in areas such as alcoholism counseling, and to enter college for further academic training. Currently, several students are at various stages of exploring college careers.



NURSE AIDE

Twenty students graduated from the Nurse Aide course during the past year. Several are employ-

ed in Bismarck and the surrounding area and some are in different states. Nineteen students are currently enrolled in the program.

On-the-job training has been changed from 3-weeks to 5-weeks. Students work at Bismarck Hospital for two weeks; for one week at Missouri Slope Lutheran Home; and, upon completion of the course, the students may choose to work at either the Bismarck Hospital or Missouri Slope Home for their last 2 weeks of on-the-job training. In addition to on-the-job training, the students do patient care at Bismarck Hospital two and a half hours a week under supervision.

Several new audio-visual aids have been added to the course. These include 38 new filmstrips and a talking torso, which is a model of the human body with recordings. Each system of the anatomy is explained by the unit, which has proven to be very helpful in teaching anatomy. Among the new filmstrips are series on family planning, diabetes, infant and child care, drugs, and alcohol. First aid classes were taught throughout the year by Mrs. Joyce Renville, a qualified First Aid instructor and a state instructor trainer.

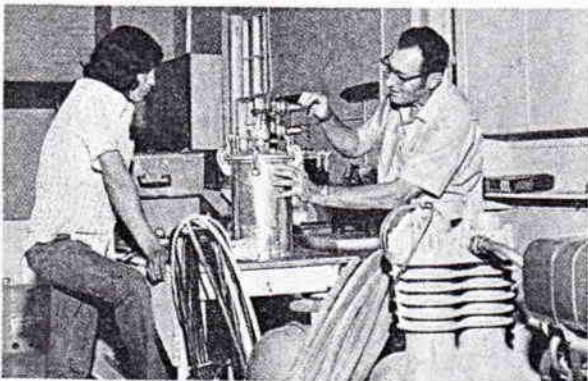
Several guest speakers were invited into the classroom and tours of medical facilities were held. The following were some of the places visited:

North Dakota State Health Laboratory
Missouri Slope Nursing Home
Bismarck City Health Services
Awareness House
Heartview Hospital - Mandan

Mrs. Lenore Werth and students from Bismarck Hospital explained the three year nursing program at the Bismarck School of Nursing.

Several students have expressed a desire to train for L.P.N. or R.N. careers following their completion of the Nurse Aide program at U.T.E.T.C. A new clinic is going to be built on Center and will include a classroom for the program. This will allow the Nurse Aide course to upgrade to an L.P.N. training program.

Mrs. Helen Shipp, R.N., resigned in July as Nurse Aide instructor. Mrs. Liddle, R.N., has taken her place temporarily.



PAINTING

Painting is the newest vocation at U.T.E.T.C., being implemented on March 20, 1972. Mr. Virgil Prouty, a highly experienced painting contractor from Bismarck, is the instructor of the course. Learning of the painting trade will be largely experiential. Projects on-Center will provide the students with valuable experience in all aspects of painting. Work projects completed since the course was begun include:

1. Spray painting of the interior of the Welding Shop.
2. Painting of two hallways, four offices, and the new library in the Education Building.
3. Painting of Director's office and the Conference Room.
4. Painting of the interior of the Dining Center.

The Painting department was assigned new headquarters in Building 63 on June 19. The students and instructor are busy with getting these quarters in shape for their requirements. This will be an ideal location for the Painting vocation, as there is ample room for a paint shop, vehicle storage, garage, classroom, office, and storage for equipment. Much work remains to be done, such as installation of shelving and cabinet storage, clean-up, and painting of the interior.

New equipment is on order for the Painting department. Already received are a new airless spray pump and accessories, and some new rolling scaffolds. Items on order include ladders and planks, an air compressor, pressure pots and other conventional spray equipment, a paint shaker, and a color mixing machine. When all the equipment has been received, the Painting department at U.T.E.T.C. will be ready to handle nearly all of the maintenance-painting projects on Center.

Classroom material, in the form of Individualized Learning Packets, is being developed by the Curriculum Development Department. Equipment and material suppliers have expressed a willingness to help in providing training films and demonstrations which pertain to painting. The manuals and textbooks used by the Curriculum Development department to develop Individualized Learning Packets are the same as those being used nation-wide by Joint Apprenticeship Training Programs involving the painting trade unions and painting contractors associations. It is the opinion of the Painting instructor that, with the facilities available at U.T.E.T.C., a training program will be developed that will be second to none.

POLICE SCIENCE

Five students graduated from Police Science last year, and were placed on jobs in this field. Nine students are now studying Police Science.

The Police Science program trains students for work in the areas of police patrolman, deputy sheriff, police dispatcher, and police receptionist. Students spend three weeks in on-the-job training with local law enforcement units.

Classroom instruction includes target practice, mock accident investigation, finger printing, demonstrations, field trips, guest speakers, films, tapes, and training keys.

Field Trips included:

North Dakota State Law Enforcement Communications Network and National Crime Information Center at Fraine Barracks.

Law Enforcement Training Center - Bismarck Junior College

Guest Speakers and Lecturers included:

Captain Wentz, North Dakota State Highway Patrol - job qualifications and duties of Highway Patrol

Calvin Yellow Robe, Special Investigation for Fort Yates, North Dakota-law enforcement techniques used on reservations

Ed Leopke, North Dakota State Highway Department - information on the new North Dakota traffic accident forms

A workshop was attended for one week on Jail Administration. Each student received a certificate of completion.

Firearms training was instituted in the past year. Five students qualified at the Bismarck Police firing range.

Students assisted U.T.E.T.C. Security Department one week for vehicle registration.

Several audio-visual aids have been added to supplement the Police Science curriculum. Included are three 16 mm. films, a sight/sound projector and slides, 19 cassette tapes from the Delehanty Institute, and new books on traffic accident investigation. Police Science/Warden Law Enforcement is also now being used.

The Police Science instructor made a trip to the Roswell Police Academy to acquire some much needed material and hand out sheets which are now being utilized.

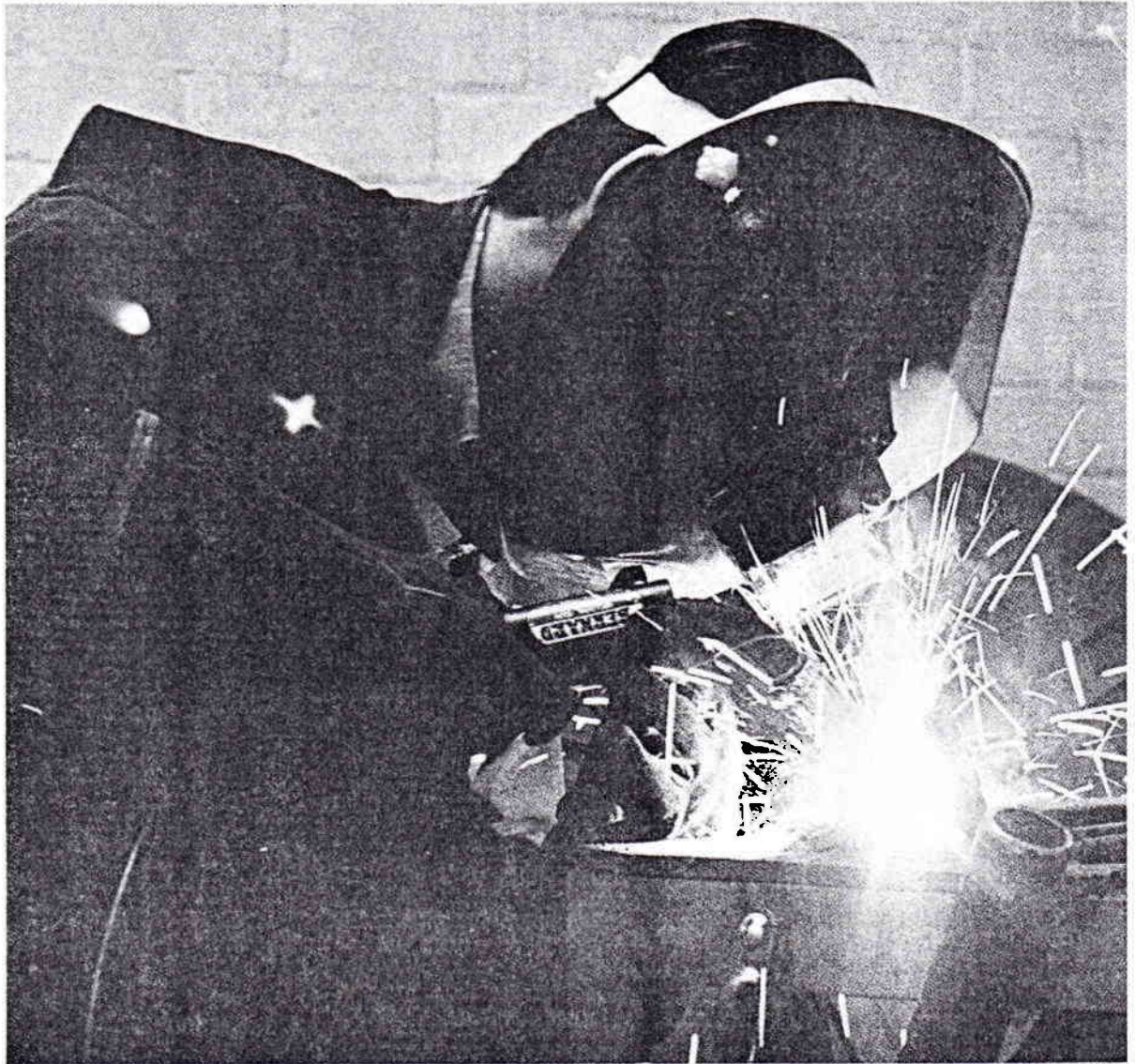
WELDING

The Welding program trains students for work in arc, gas, mig, and tig welding. Eleven students were placed in welding positions in fiscal year 1972. Eleven students are now enrolled in the welding course.

Shop equipment which was not operating was repaired and put in working condition. Some of the equipment repaired included the radiograph, cutting torches, manifold system, wire feed machine, and portable machine. The interior of the welding shop was painted by the Painting department. The ventilation system is now in good working order and makes for a much more comfortable shop.

Projects completed during the year included:

- Stock rack and rear bumper for pickup
- Handrails for staircase
- Handrails for Center swimming pool
- Repair of copper tubing for Maintenance Department
- Construction and installation of shock brackets for two automobiles





Personal Development

The Personal Development Department was originated in order to balance the education of the trainees while residents of United Tribes Employment Training Center. The classes taught in this area enable the students to make necessary adjustments in their social, economic, and family life. Thus, coupled with the vocational and academic training they receive, graduating trainees are provided the proper tools for becoming productive, flexible members of society.

In July, 1971, the following classes were being taught by the Personal Development Department:

- Food and Nutrition
- World of Work
- Consumer Education
- Family Living
- Arts and Crafts
- Indian Culture
- Music
- Sewing

After evaluating the Personal Development curriculum, it was decided that the entire program needed revision. It was not adequately meeting the needs of all students, and was not being given proper emphasis within the scheduling of the trainees. In order to provide adequately for each individual student, it was determined that a more detailed, comprehensive curriculum should be implemented.

It was readily apparent that the needed curriculum, designed specifically for the Indian student, could not be purchased on the commercial market. Little material had yet been developed. It remained for the United Tribes staff members working in the Personal Development area to write their own materials.

Aided by four Action employees, and two additional staff members, the instructors researched and initiated the development of "individualized learning packets." This began April 1, 1972, shortly after the Action personnel arrived. They have all been involved in classroom instruction, research, and curriculum work for the Personal Development Department since that time.

Class scheduling was made more flexible in order to expediate the students' needs. For example, if the coordinating Counselor indicates a particular married couple needs marriage counseling, it is arranged so that specific help may be given. Beginning April 1, 1972, it was made mandatory that any student who arrives on Center will remain in training for a one year period. This new regulation necessitated that a greater variety of classes be taught.

The following includes the revised curriculum:

A. Core Requirements

- I. Required Courses at the beginning of training
 - 1. Communication Skills
 - 2. Personal Management
- II. Required Courses for graduating students
 - 1. World of Work
 - 2. Mock Interviews
 - 3. Personal Grooming (men and women)
- III. Required Courses which can be taken as a new or graduating student
 - 1. Human Relations
 - 2. Community Living
 - 3. Indian Cultures

B. Electives

- 1. Prenatal Care
- 2. Lawn and Garden Care

- 3. Basic Mending for Men (Upon request)
- 4. Music
- 5. Counseling
- 6. Family Living
- 7. Child Growth and Development
- 8. Food and Nutrition
- 9. Sewing
- 10. Home Management
- 11. Basic Law
- 12. Income Tax
- 13. Driver's Education
- 14. Art
- 15. Sioux Language

A brief description of each class follows:

COMMUNICATION SKILLS:

All employees must be able to express themselves in writing and talking. This course is to help the student in writing and verbal conversation. It also covers use of the telephone for business, such as in an office or shop.

PERSONAL MANAGEMENT:

This course is designed to cover important problems in personal and family money management. Problems of finding jobs, deductions, careful buying and borrowing, and government regulations are dealt with. The various kinds of credit plans, and advantages of budgeting are presented in this course. The course teaches the student how to spend more prudently; to safeguard one's income, property, job security, and investments; and to avoid unnecessary loss of income or property through misunderstanding of legal pitfalls.

The purpose of Personal Management is to help the student become more aware of job security, intelligent buying, and getting the most for his money, whether single or married.

Field trips, interviews, guest speakers, role playing, audio-visual aids, group discussion, and films will all be employed in order to present tangible personal experiences in relationship to Personal Management.

WORLD OF WORK:

The purpose of this course is to help the student prepare himself for seeking employment. It covers resumes, application forms, work habits and interviews. Relationships with employers and fellow workers are also covered, to help the student after he is working.

MOCK INTERVIEWS:

In relationship to the advanced segment of the world of work, the use of the mock interview will be an important part of the students learning. Students, with the use of the videotape recorder unit, will take an active part in role playing in office and business type atmospheres. Discussion and constructive criticism will be offered by the students and staff on monitored mock interviews, in relationship to communication, world of work, and personal grooming. The video tape will be used consistently to allow the student to hear and see himself and thereby make needed improvements, in diction and appearance.

PERSONAL GROOMING: (Women)

This course will be designed to answer the women's questions of appropriate mode of dress for work. It will cover hair, make-up, clothing styles and care, and personal hygiene.

PERSONAL GROOMING: (Men)

Is designed to answer the mens' questions of appropriate mode of dress for work. It will cover hair, clothing styles and personal hygiene.

HUMAN RELATIONS:

The objective of this course is to enable the student to relate effectively with other people and to make adjustments to different situations easier. It focuses on the basic elements of social behavior and work habits, which have the most impact on one's job performance and job satisfaction. Communication, inter-personal relationships, problem solving skills, and goal setting are all involved.

COMMUNITY LIVING:

The objectives of this course have been designed to promote student and instructor interaction and involvement. Group discussion and outside resources are the primary thrust. The course material is put forth in a positively orientated manner. Community Living is viewed in its tangible relationship to Indian Culture and background. The very complex society, which the student enters in his world of work, is looked into realistically. Alcohol and drug abuse is viewed in great depth. All aspects of the community in relationship to survival are discussed in this course. Special attention is given to role playing, field trips, and personal experience within all phases of the Community.

INDIAN CULTURE:

The term Indian Culture involves a very large area of study. In realization of this fact, this core requirement is covered in three main categories, which are:

1. History of the American Indian
2. Self identity as an American Indian.
 - a. Original concept of sharing.
 - b. Re-emphasis on the value of non-material goods.
 - c. Exchanges of cultural values without the loss of ones own culture.
3. Problems with which to cope in our American society.

The other aspects of Indian Culture courses would serve as electives taking into consideration the students interest area. (See separate list of electives.)

JUSTIFICATION OF SUBJECT AREA:

It is only within the last decade that concern has been shown in developing human as well as land resources on the various reservations. Our greatest resource for communication breakthrough is people themselves, both off and on the reservation. It is only through person-to-person contact, and exchange of ideas between Indian and non-Indian, that an understanding of one another will be developed.

If an Indian has self respect and accepts himself, the battle of self confidence is won. It is the essence of success in coping with daily problems.

PRENATAL CARE:

Designed for expectant mothers, interested fathers and couples who plan on having children in the near future, it covers the different stages of pregnancy, and post pregnancy. It stresses the

importance of prenatal care, as it relates to the health of the unborn child.

LAWN AND GARDEN CARE:

This course shows how homes can be made to look attractive through care of the grounds and use of inexpensive plants. How a family can cut grocery expenses with vegetable gardens is another topic of interest.

MUSIC:

This is designed to introduce the student to the fundamentals of music through the piano and guitar, so he may enjoy music on his own later. An appreciation of different types of music will also be studied. An extensive study of Indian music is included in the class.

COUNSELING:

If a counselor feels a student needs counseling in a specific area, the flexible scheduling will allow the student to see his counselor on a regular basis, as part of his personal development training.

FAMILY LIVING:

Involves a study of marriage, family structures, and the roles of family members. There is a concentration on problems typically encountered by a family. It provides a framework in which the student can become aware of the family as an institution, and therefore enable him to become a more effective family member.

CHILD GROWTH AND DEVELOPMENT:

The objective of this course is to enable parents to understand their children and deal with them more effectively. It is a study of the child's emotional, physical and intellectual growth, involving the needs and problems that parents may encounter during the child's normal development from birth through adolescence.

FOOD AND NUTRITION:

The purpose of this course is to teach the basics of good nutrition, as it relates to health and the ability to physically hold employment. The practical course work covers cooking for singles and families. This course is open to both men and women.

SEWING:

Sewing is available only to women at the present time. The students learn to sew by hand, and using a machine. Each student sews a garment for herself or one of her children. The purpose of the course is to help the women to use sewing as a way of stretching their familys' income. Sewing II goes into more detail on fabrics and techniques.

HOME MANAGEMENT:

Managing a home is a full time job in itself; this becomes more complicated if the mother is working outside of the home. The purpose of this course is to help families run their homes efficiently, making the best use of the time they have. It also covers furnishing the home to suit the family, and caring for the equipment and furniture within the home. The course is open to both men and women.

BASIC LAW:

The aim of this course is to explain the law, in

a non technical manner, as it applies to all persons in the course of private life, in the world of work, and in society in general.

INCOME TAX:

Understanding taxes was originated to aid each student to fulfill his role as a taxpayer in society. First, it informs him of the rights and responsibilities of taxpaying citizens; second, it helps him learn how to prepare and file income tax returns correctly.

DRIVERS EDUCATION:

This course was designed to create a conscientious sense of social responsibility within the driver. Its purpose is to set up standards for safe, courteous, defensive driving, and to equip the driver with the information, skills, practices, and habits needed for such driving. It will help to bring about the realization that proper driving attitudes can help bring emergencies and accidents to a minimum.

ART:

A new art course was implemented the first of May, 1972. Each student chooses a media and a project on which he works for a minimum of two weeks. Some of the media students have chosen are: leather, oils, acrylics, pastels, charcoal, pen and ink, watercolor, wood plastic resin, fun film, beads, wall hangings, and copper. The course is supplemented with films, slides, demonstrations, lectures, guest speakers and field trips, which make it more meaningful.

SIOUX LANGUAGE:

The course was implemented to help students maintain an awareness of the Indian heritage by learning or "brushing up" on the Sioux native tongue. The students enroll for the class on a voluntary basis.

TEAM TEACHING:

The innovation of team teaching was begun in the instruction of Communications and Family Living. This type of teaching provides the slow learner and non-reader with more individualized instruction to meet specific needs.

ORIENTATION COURSES:

A revised orientation session was implemented in May, 1972 for new students. The special classes are offered each month as incoming trainees arrive once a month. During the orientation period a student is involved in 3 hours of courses in Personal Development on a daily basis. This covers a two week period. There are two required courses all students must take, ie., Personal Grooming and Home Management. The classes help the individual discover his goals and interests and his ladder to success. The following includes descriptions of the Orientation courses offered to the new students:

MEN'S GROOMING:

This is an informative course on good grooming and health habits. The student investigates the proper personal hygiene and grooming procedures, and why they are important to him. It points out fallacies and provides the facts about good grooming. It teaches one to make the most of his assets.

WOMEN'S GROOMING:

A short course in different ways to make the

most of ones personal appearance through dress, hair style, and make-up. Trainees learn ways to cover up faults and bring out their good points. One class period will be spent touring a Beauty College where the female student has the chance to see beauty operator's, methods for styling hair and applying make-up to women customers.

AROUND THE WORLD IN 5 DAYS:

This course gives a bird's eye view of various cultures around the world. In the brief week of class, countries in Europe, Africa, and the Far East are visited through speakers, films, slides, and music. This is the course for students interested in having a better understanding of people and cultures of other countries.

BUDGETING:

This course shows how to make better use of money through wise spending. The student learns how to set up balanced budgets and how to cover unexpected expenses with a limited income. An introduction into checking accounts and how to balance them is also presented. This course uses a booklet of sample budgeting problems as a framework.

DISEASES AND GERMS:

An introduction to germs which cause diseases and some ways to prevent sickness. Special attention will be given to what immunizations parents and children should receive and when to get them. One class period will be devoted to visiting one of the hospitals in town.

HOME MANAGEMENT:

The basic principles about household equipment (refrigerators, ovens, washers, dryers, floors, and carpets) are presented within this course, in order to make keeping a house easier, faster, and cheaper. Films, discussions, and many labs are included where a student can actually test different household items to judge their quality.

INTERPERSONAL RELATIONS:

It is intended that the trainees will become more aware of the relationships between themselves and others, through this course. An introduction is given to the dating situation, with emphasis on the progression from friendship to love and marriage. Communication between individuals is also stressed.

LIVING AND LEARNING:

The course is intended to create a new interest in learning. A look at how we learn, learning from experience, and teaching methods, will bring about a better understanding of education and the school systems. Notetaking, outlining, and finding the main idea are all topics included in the training.

Including regular students and orientation students, there are roughly 138 trainees involved in Personal Development classes daily. Since there are more classes being offered through the Personal Development department, additional classroom space and office space has been needed; renovation of two additional classrooms, two small offices and a video-tape room is in the process of being completed.

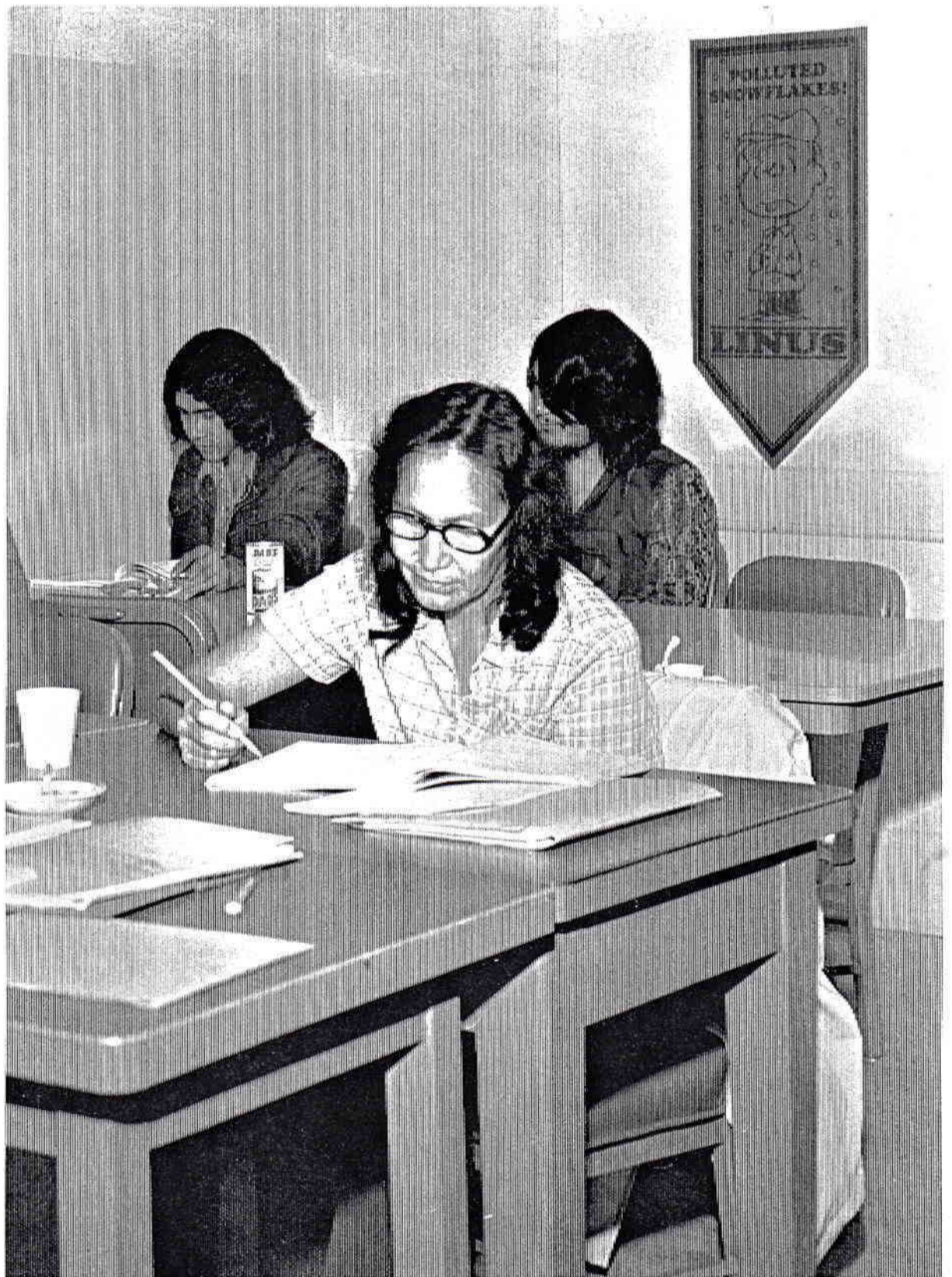
In addition, space has been set aside for a library. There have been two volunteers working in the library. A student, Darlene Enno, who has had

experience in library work, has been carding the books. The other volunteer is a retired librarian, Mrs. Francis Zahn.

Thus far, much has been accomplished within the Personal Development area. It is realized that a continuous review of all classes is needed in order to update and revise them. An elementary school counselor and elementary tutor

were temporarily placed under the supervision of the Personal Development department. They served as liaisons between the local schools and United Tribes Training Center. United Tribes staff members voluntarily assisted in tutoring those students who needed help in various school subjects.





Adult Basic Education

The Adult Basic Education program continues to operate as it has in the past. Students are tested on arrival and are subsequently placed in one of the following education programs:

- Program R - non-readers
- Program I - grades 2-4
- Program II - grades 5-8
- Program III or G.E.D. Prep - grades 8-12

Six teachers, a master teacher, and a secretary comprise the A.B.E. staff, who work with approximately 70-80 students on any given day. Six classrooms and a reading laboratory are available for use by the A.B.E. department. Instruction consists of a combination of individualized and small group instruction, and is geared to the individual needs of each student. Students attend three hours of A.B.E. classes daily and remain in a program until they complete its performance objectives.

The average student, upon entering, performs at an 8.2 grade level in reading and a 6.5 grade level in math. Most students complete these basic education requirements in approximately seven months.

The Adult Basic Education program is designed to enable each student to work at his own pace and to attain the educational goal he has set for himself. The emphasis of the A.B.E. program is not strictly studying for and passing the G.E.D. test, but instead on providing each student with a well rounded education. This education will help the student in his understanding of the world he lives in, as well as one that will help him in his vocational choice.

Those students who are in a vocation where a high school diploma or its equivalency is necessary for employment are required to study for the G.E.D. Students in the other vocations are encouraged to work toward the equivalency certificate, providing they have the desire to do so. To date, 170 students have passed the G.E.D. test at U.T.E.T.C. since the programs inception. Twelve people have taken the test and failed to pass it. The attainment of the G.E.D., or General Educational Development Test, reflects a high level of personal achievement of many of the students.

Basic education classes were offered to students enrolled in two special projects - Four Bears and New Careers. Of the twenty-eight students who attended classes, twenty students passed the G.E.D. test, thus earning the high school equivalency certificate.

The A.B.E. department also offered a variety of enrichment classes for those students who had completed the basic education requirements, but who wanted to continue taking courses that were academic in nature.

Since July 1, 1972, twenty one enrichment courses have been offered, among them: Psychology, Business English, Business Math, Current Events, and Modern Reading. Approximately 120 students participated in these one hour classes which ran from 4-6 weeks in length.

During the summer of 1971, the A.B.E. department operated a summer enrichment program for the school age children of the students. The program operated from 8 a.m. until 4 p.m., which corresponded to the time the parents were attending classes. A typical day's activities included remedial or developmental reading and math, arts and crafts, field trips and/or recreation.

Daily participation in the program varied from a low of 22 to a high of 34.

Throughout the year, the A.B.E. curriculum has undergone revisions and refinements. Worksheets and performance objectives were revised or replaced with material that better met the needs of the students, and the overall objectives of the program. New arithmetic and language arts materials and textbooks were adopted in order to strengthen Program II. Program III was improved through development of learning material in areas not previously covered. This includes curriculum development in such areas as the use of the Library, use of the dictionary, use of measurements as applied to the various vocations, and development of better listening and reading skills.

Several AMIDS conferences were held in order to acquaint the teaching staff with performance objectives and primarily with the development of "ILP's" or Individualized Learning Packets. Since the conferences, the A.B.E. staff, as well as all other teaching and curriculum staff members, have been developing ILP's as time permits. The development of ILP's has primarily centered around areas of the curriculum which need strengthening, but eventually much of the A.B.E. program will consist of ILP's. The use of ILP's will better enable us to meet each individual students needs, and will permit greater flexibility in scheduling of students.

STATISTICAL DATA:

The following statistical data is compiled for the benefit of the reader so that he or she may obtain a more accurate picture of the progress that is being made by the A.B.E. department and the training center.





STATISTICAL ANALYSIS OF STUDENTS ENROLLED DURING THE FISCAL YEAR 1972

The 72 fiscal year saw the following statistics:

158 students completed their training
 78 students earned their high school equivalency certificate
 129 students either terminated themselves or were terminated

As of June 30, 1972, one hundred sixty-one students were enrolled on center. Those in A.B.E. were broken down into the following classes:

Program I (2-4th grade)
 Program II (5-8th grade)
 Program III (8-12th grade)
 Full time vocation people

Included, for the readers information, are the pre-tests and post-tests of a number of students as measured by the California Test Bureau Achievement Test - Test of Adult Basic Education.

Student No.	Vocabulary	Reading	Spelling	Arithmetic
Student No. 430				
10- 4-71	7.5	8.6	7.6	6.9
5-20-72	10.8	8.6	7.9	8.7
Student No. 458				
11-15-71	7.1	6.7	8.3	6.8
6-23-72	9.6	8.5	10.8	8.8
Student No. 428				
10- 4-71	7.6	7.4	12.4	6.6
6-23-72	9.8	8.8	13.0	8.6
Student No. 409				
8- 4-71	11.8	9.5	10.4	8.3
1- 5-72	10.7.	11.4	10.4	10.6
Student No. 487				
12- 8-71	8.9	10.7	12.4	9.6
4-11-72	11.3	11.5	13.0	11.7
Student No. 479				
12- 1-71	11.1	10.8	11.1	7.7
3-30-72	12.3	12.4	10.7	10.3
Student No. 440				
9-30-71	8.0	7.8	7.5	7.4
4-12-72	8.1	8.5	8.0	7.6
Student No. 433				
10- 4-71	9.4	9.1	9.1	6.8
4-20-72	9.8	9.5	10.4	8.2
Student No. 510				
2- 2-72	11.3	10.1	10.8	9.4
4-12-72	10.4	10.8	9.8	10.5
Student No. 411				
8-25-71	10.0	10.2	11.8	9.4
11-24-71	11.3	10.8	11.8	11.6

	Vocabulary	Reading	Spelling	Arithmetic
Student No. 425				
9-16-71	10.9	11.3	10.8	9.9
12- 8-71	10.2	10.5	11.3	11.0
Student No. 220				
6-16-71	8.8	8.8	10.4	7.1
12- 8-71	10.0	9.4	11.3	7.9
Student No. 328				
2-22-71	5.9	7.8	5.9	5.6
9-29-71	7.7	7.2	9.8	8.6
Student No. 370				
4-22-71	8.0	6.5	10.1	7.2
9-29-71	8.8	8.0	10.1	9.0
Student No. 329				
2-18-71	5.6	4.6	10.0	5.8
9-29-71	7.1	6.6	10.1	6.9
Student No. 363				
4-19-71	7.8	7.4	9.1	7.0
9-29-71	9.6	8.3	11.8	9.4
Student No. 459				
11-15-71	10.5	9.7	10.1	6.5
6-23-72	10.7	11.2	11.3	7.6
10- 1-71	8.2	7.3	9.4	6.6
6 -23-72	9.4	7.8	10.1	7.8
Student No. 403				
7-28-71	6.7	5.9	7.6	6.9
4-25-72	7.8	6.0	7.4	7.1
Student No. 466				
12- 1-71	11.8	10.9	7.3	10.4
5 -11-72	10.8	10.7	9.1	10.9
Student No. 460				
11-15-71	9.0	8.4	8.6	7.6
4-11-72	9.6	10.3	11.8	10.7
Student No. 464				
11-18-71	8.6	10.4	9.1	11.6
2-25-72	7.8	9.8	10.1	11.9
Student No. 418				
9-15-71	7.6	8.4	11.3	8.3
4-11-72	9.1	10.1	11.3	10.5
Student No. 349				
3-22-71	4.8	6.1	9.8	6.9
9-29-71	8.5	7.9	11.8	9.5



UNITED TRIBES EMPLOYMENT TRAINING CENTER
Student Performance and Work Appraisal

Student _____ Dept. _____ Date _____

The purpose of the evaluation is to show each student how he is doing in class. The evaluation is to help the student feel free to discuss it with the teacher.

- 1 = Below Average
- 2 = Needs Improvement
- 3 = Average

- 4 = Above Average
- 5 = Excellent

ADDITIONAL COMMENTS: The total score is important, but check each item to see if you need improvement in an area. A total score of 45 - 50 = excellent, 39 - 44 = above average, 30 - 39 = average, 20 - 29 = needs improvement, 0 - 19 = below average. If a student has a score of 19 or below it is recommended that a staffing be held with the student, his teachers and counselor to discuss the problem areas.

Check on in each area	1	2	3	4	5	Comment in the area you wish
1. Attendance:						
2. Punctuality: To class on time & projects done on time						
3. Training attitude toward work:						
4. Attitude to fellow students and staff:						
5. Working toward full potential:						
6. Quality of work:						
7. Knowledge of material: (end of month)						
8. Stability: (poise, not easily frustrated) consider ability to reach sound decisions and to handle unusual situations.						
9. Self-initiative: (Ability to do things on their own)						
10. Leadership: Participation in class projects and discussion						
COLUMN TOTALS						GRAND TOTAL

Appraised by: _____ Title _____ Date _____

Reviewed by: _____ Title _____ Date _____

Student's Signature: _____ Date _____



Child Development Center

The Child Development Center at U.T.E.T.C. is unique in that it is the first licensed Day Care Center in North Dakota to include infant care. In addition, it is the first licensed Day Care Center in North Dakota for Indians.

The primary function of the CDC is to provide the best possible care for each child enrolled. The main goal is to enhance learning processes, to make diversified materials available, and to surround the child with a stimulating environment. The physical plant is separated into two buildings. The first floor of the girl's dorm houses the nursery; infants (8 weeks) through toddlers (2½ years). A large-muscle development area is located in the basement. It aids in the development of large-muscle skills and provides a place for the children to play on inclement days. Pre-school I (2½ - 4½ years) and Pre-school II (4 1/2 - 6 years) are housed on the first floor of the boy's dorm building.

Renovation, painting, and cleaning have made for an improved appearance of the Child Development Center. Air conditioners have been installed in all areas. Window shades have been purchased. New cupboards and shelving were constructed by the Building Maintenance department.

The most important objective in the Child Development Center is to help each child develop cognitive, motor, and social skills. All children must learn through experience, and in the nursery, children are given the opportunity to experience life as a small child. Each child learns at his own pace. The infants are embraced, fed, changed, cuddled, stimulated, loved. The infants are talked to, because it is realized that they start developing language skills at a very early age. They smile, cry and explore; they babble and communicate newly discovered sounds; this babbling and gurgling is reciprocated by the day-care aides.

When the infants begin to develop higher motor skills, they need more space to wander around in. Consequently, the children are transferred from the small nursery to the large nursery. They still sleep in cribs, but now they can trot about and explore a new and exciting environment. Babblings are beginning to sound like words. The children do some exploring outdoors.

At approximately two years of age, the children move from the large nursery to the toddler area. Cots are used for the daily nap. Meals and snacks are eaten at a table, instead of in a high-chair. Activities in the toddler area include finger painting, brush painting, and a free play area where large and small muscles are developed. The children also ride trikes. They become more acquainted with toilet training. The toddlers learn about concepts and other cognitive functions before taking the journey to Pre-school I.

PRE-SCHOOL

In Pre-school I, many new activities are introduced: colors, numbers, music, and numerous books are used to stimulate cognitive growth. Social and language skills are stressed daily.

In the Pre-school II area the children are involved in a Kindergarten curriculum. Daily activities are geared to cognitive development.

A change in physical structure was initiated in CDC. A central office, located in the Education

building, has been established. All record keeping, communications, parent orientation, and operations of the Child Development Center will be handled through this office.

Staff development received a boost this year with the University year in Action students providing and teaching a course entitled Child Development and Family Relations 284 (3 quarter hours); which includes the total development of a child physically, emotionally, intellectually, and socially, from the prenatal stages through 6 years. Staff participation is increasing and plans for future staff development will be finalized in fiscal year 1973.

HIGHLIGHTS FOR 1971-1972 INCLUDED:

September 1971

United Tribes Employment Training Center Second Anniversary. An open house and Pow Wow were held. The children in Pre-school II had planted a garden and a display was made of the vegetables and flowers it produced. The children worked hard at weeding and tending their garden.

Some of the children had shown an interest in loom beading. One child completed a headband in time for the Pow Wow.

October 1971

Halloween: There was much anticipation prior to this big day. Both areas were decorated in the famous Halloween tradition. The Jack-O-Lanterns were more highly prized than usual as they had been carved from the pumpkins the children had grown themselves.

The children had a party where they sang Halloween songs and bobbed for apples.

November 1971

Thanksgiving: A time of the year when the Indian is especially remembered for without them there would be no Thanksgiving Feast. A Pre-school II teacher was very knowledgeable about Indian Dancing and had been working with the children to teach them the proper steps. The Pre-school II class was invited to the Jack and Jill Kindergarten and Headstart Center to visit and Indian Dance. At the Headstart Center they shared a lunch of cookies and juice. The children are very enthusiastic about Indian Dancing and the Pre-school is in the process of making headbands and bustles for all the little dancers.

March 1972

Art Show and Coffee: The United Tribes staff and the Child Development Center children's parents were invited to a display of the creative work of the children. Some of the pictures were sold to interested people and the children were able to spend the money as they wished. The cookies set out for the coffee were made by the children themselves with help from the cook-housekeeper.

May 1972

In May United Tribes took part in Bismarck's Band Day. The Center had built a Tee Pee as part of their float and then donated it to the Pre-school area. The children used this as a second doll house, hide-out, or just a place to sit quietly and think.

June 1972

The CDC feels that the cooperation and interest of the parents is vital in making our program effective as possible. Efforts to develop a formal

Parent Group failed and the decision was made to hold informal get togethers with the parents of the CDC children in the evenings. Our first meeting of this sort was held on June 20th. Fry bread and coffee were served, video tapings were shown to the parents. The video tapes were of children in the CDC and the activities they were involved in. A total of 13 parents were in attendance. The meeting was informal and well received. Additional programs of this nature will be pursued regularly.

Personnel structure has been revised. Effective July, 1971 one of the Supervisors, Mrs. Patricia A. Stuen was placed in charge of the Child Development Center. The two areas were separated with a Nursery Supervisor, Theresa Martin; and a Pre-school Supervisor, Mary Jane Knauss. The present structure, effective June 5, 1972, is one overall Supervisor, Mrs. Patricia Stuen; one Assistant Supervisor/Teacher in the pre-school area, Mary Jane Knauss; and Russel Melby, Assistant Supervisor in the Nursery area (temporary).

Staff statistics - 1971 - 1972

Total CDC Staff 1971 - 1972

Mavis Stone	Van Sauter
Gladys Benjamin	Sheila Wilkie
Ada Red Horse	Susan Reinders
Lorraine Burtts	Patricia A. Stuen
Dolly Bell	Clarice Grey
Rose Marie Bruce	Delores Duma
Cora LaFountaine	Clarine Ross
Francine Hartley	Verna Red Bear
Viola DeForest	Velma Otter Robe
Judy Thomas	Bessie Silk
Nikki Beckler	David Malouf
Virginia Murphy	Linda Albright
Helen Dogskin	Pam Little
Dawn Fredericks	<u>Substitutes:</u>
Theresa Martin	Margaret Ronning
Mary Jane Knauss	Joanne Enno
Alfrieda Ware	Wanda Cowan
Ella La Rocque	Irene Bradford
Margaret Albaugh	Loretta Mosbrucker
Annette Phillips	<u>Action Students:</u>
Maxine Phillips	Russel Melby
Etheleen Eagle	Janet Nieuwsma
Ferol Agard	Donna Schultz
Barbara Brave Bull	Barbara Paul

Total Existing CDC Staff (as of July 10, 1972)

Patricia A. Stuen	Sheila Wilkie
Mary Jane Knauss	Rose Marie Bruce
Pam Little	Susan Reinders
Viola Deforest	Van Sauter
Gladys Benjamin	Barb Brave Bull
Ada Red Horse	Ferol Agard
Mavis Stone	<u>Action:</u>
Maxine Phillips	Russel Melby
Annette Phillips	Janet Nieuwsma
Francine Hartley	Donna Schultz
Lorraine Burtts	Barbara Paul
Dolly Bell	<u>Substitutes:</u>
Margaret Albaugh	Margaret Ronning
Nikki Beckler	Irene Bradford
Helen Dogskin	Joanne Enno
Virginia Murphy	Loretta Mosbrucker
Etheleen Eagle	Wanda Cowan

Terminations 1971 - 1972

Verna Red Bear	Ella Mae LaRocque
Velma Otter Robe	Linda Albright
Dave MaLouf	Clarine Ross
Bessie Silk	Therese Martin
Delores Duma	Alfrieda Ware
Cora La Fountain	Patricia A. Stuen
Coral Duchieneaux	Transferred within UTETC:
Dawn Fredericks	Clarice Grey - ABE

New Hires - 1971 - 1972

Patricia A. Stuen	Alfrieda Ware
Ada Red Horse	Clarice Grey
Francine Hartley	Clarine Ross
Lorraine Burtts	Bessie Silk
Dolly Bell	Linda Albright
Helen Dogskin	
Ferol Agard	Substitutes:
Ella La Rocque	Wanda Cowan
Barbara Brave Bull	Loretta Mosbrucker
Susan Reinders	Irene Bradford
Velma Otter Robe	Joanne Enno
Verna Red Bear	Margaret Ronning

Leave of Absence

Rose Marie Bruce - maternity

Statistics on Child Development Center Children since July 1971

Nursery:	Graduated	On Board
	33	30
	Terminated	Transferred to
19	Pre - I	
Interrupted	6	
Status		
3		
Pre-school I	Graduated	On Board
	18	11
	Terminated	Transferred to
9	Pre-school II	
Status	9	
Interrupted		
0		

Pre-school II	Graduated	On Board
	20	19
	Terminated	Transferred to
10	First Grade	
Interrupted	2	
Status		
1		

Total Children enrolled 1971 - 1972

Nursery	91
Pre-I	47
Pre-II	52



Summer Enrichment

SUMMER ENRICHMENT:

Summer Enrichment is the program that operates during the vacation months of June, July and August for school-age children of U.T.E.T.C. students.

There are two main objectives of Summer Enrichment:

1. To enable the student parents to continue their classes by caring for their children, ages six through seventeen, from 8:00 to 4:00 each week day.
2. To provide educational, cultural and recreational opportunities for the children during the summer.

A balance is sought among the activities and all are planned so that each child will be better prepared for the following school year, as well as refreshed after enjoyable summertime activities.

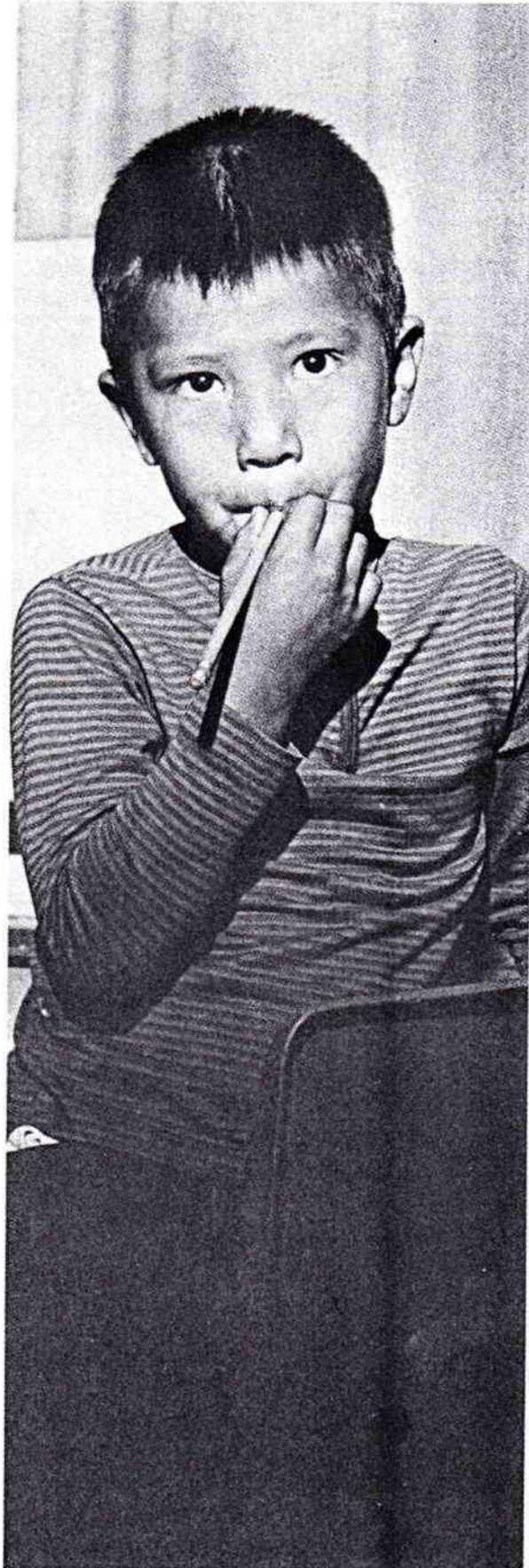
Summer Enrichment enrollment has increased each year. In 1970, the average daily attendance was 18, 1971 it was 23, in 1972 it is 42. Attendance fluctuates as children take turns going to camps throughout the summer, and as parents enroll and graduate. All students' children fourteen and older, are employed as recreation helpers in Summer Enrichment under the Neighborhood Youth Corps program in Bismarck.

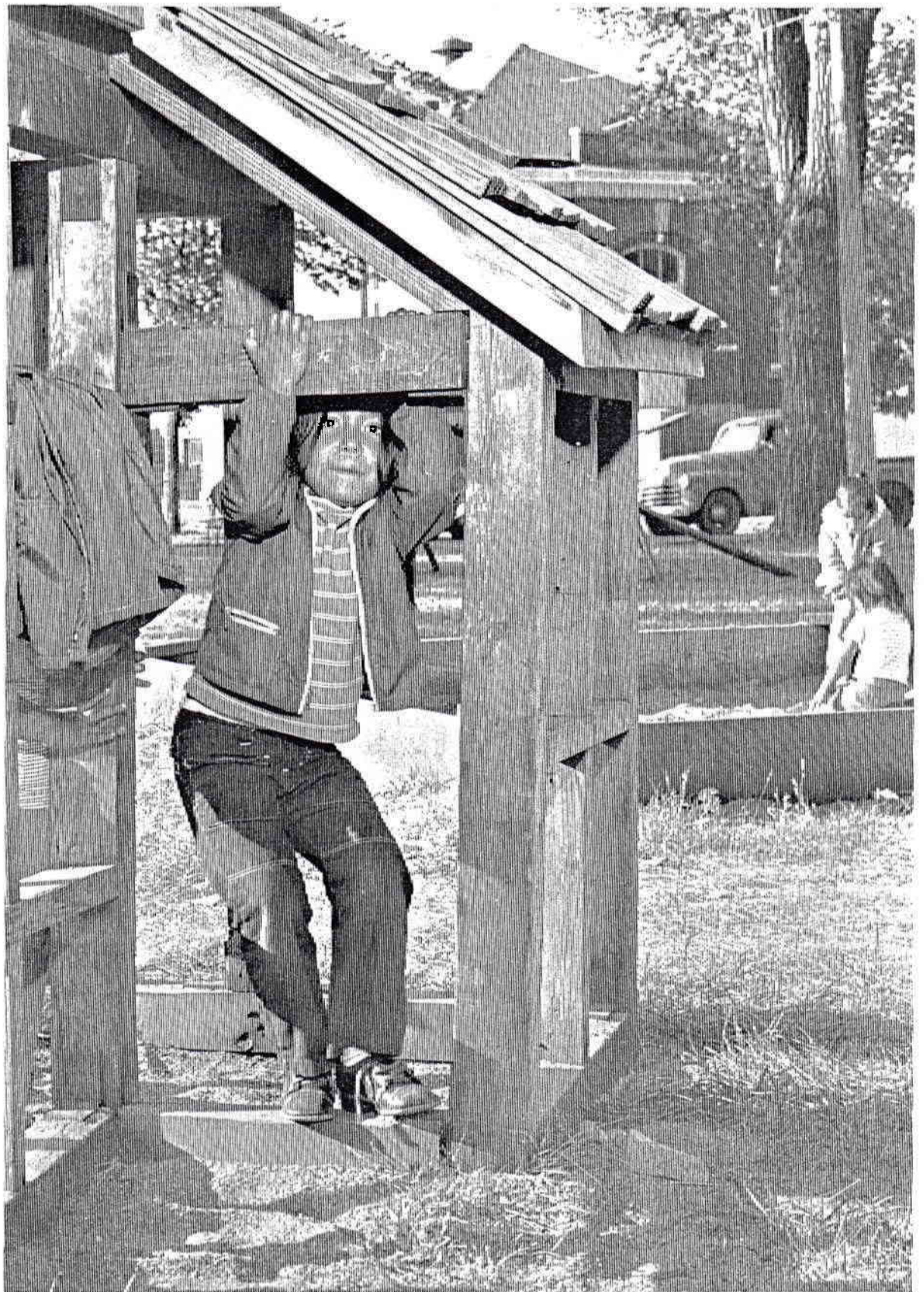
Field trips are an integral part of Summer Enrichment activities. The children go swimming at the Hillside Swimming Pool three times a week. Movies especially selected for children are seen each Wednesday at Plaza Twin Theaters. To date, field trips have been taken to:

- Dakota Zoo
- Lincoln State Park
- Lake Isabelle
- North Dakota State Capital and Museum
- Carnival at Kirkwood Shopping Center

Summer Enrichment participants:

- | | |
|---------------------|---------------------------|
| Becky Albaugh | Sam Moore |
| Anna Marie Aquallo | Buster Moore |
| Billy Archambault | Kevin Murphy |
| Kay Archambault | Shannon Murphy |
| Lloyd Archambault | Billy Mutchler |
| Rocky Archambault | Wilbert Mutchler |
| Phoebe Archambault | Jerrilyn Otter Robe |
| Barbara Archambault | Marvin Otter Robe |
| Mike Archambault | Marie Phillips |
| Myrna Archambault | Terry Phillips |
| Lois Archambault | Tomi Phillips |
| Jean Archambault | James Gordon Plenty Chief |
| Ronnie Azure | Clarine Plenty Chief |
| Delina Baker | LeAnn Plenty Chief |
| Azalea Baker | Teresa Plenty Chief |
| Pat Baker | Herbert Red Horse |
| Lyle Baker | Benedict Red Horse |
| Tammy Bell | Ulysess Red Horse |
| Curtis Brave Bull | Alton Reed |
| Randy Brave Bull | Frank Reed |
| Arlene Brave Heart | Gerald Reed |
| Donna Brave Heart | Eldon Reed |
| Larry Brave Heart | Wilfred Red Tomahawk |
| Chris Brave Heart | Margaret Red Shirt |
| Toni Enno | Denise Silk |
| Colleen Hairy Chin | Terry Silk |
| Dennis Kihega | Travis Silk |
| Joan King | Robin Silk |
| Monte Larson | Marcella Smith |
| Nancy Larson | Robin Smith |
| Anita Larson | Alfred Weasel |
| Roderic Little | Michael Weasel |
| Lisa Moore | Marilyn Weasel |
| Tami Moore | Julia Winans |





Community Life

The primary function of the Community Life department is to provide services to the families and students of United Tribes Employment Training Center. These services are designed to meet the physical and social needs of the community members. Attempting to meet these needs are the various branches of the department: Recreation, Security, Housing, Central Records, Medical Dispensary, and Chaplain.

RECREATION:

A new arts and crafts area was added to the Recreation department. Students of all ages participated in candle-making, leather tooling, copper tooling, and beadwork. The ceramics area was expanded with the addition of new molds, new furniture, and another kiln. The gymnasium was repainted and renovations were begun on the swimming pool. Plans were made to re-open the pool sometime during the summer months. More services were provided by the canteen with the expansion of hours. The canteen was staffed by a full-time operator from the hours of 4:00 p.m. to 12 midnight daily. Former hours were 6 to 10 p.m. The Tribesmen, the U.T.E.T.C. band, conducted student dances on a regular basis in the Center gymnasium. School-age children went to YM-YWCA day camps and attended other church camps conducted through the Bismarck community.

New programs were implemented to bring about a stronger community feeling among staff members and students. Some of these activities were student-staff picnics, softball games, and basketball games. Bicycles were provided for the students use. Many enjoyed this pastime. Bowling was another good winter sport for the older and married people, particularly. Bingo was held on Sunday evenings in the dining hall with cash

prizes. Movies were shown every weekend between pay days and old-time movies every Tuesday evening. Hayrides were sponsored occasionally; the attendance has been tremendous. Pool tournaments are another attraction, with the entry fee going out as prizes. Trophies are provided by the Recreation department.

There was good participation in the softball program from both men and the women, with the men ending the season with mostly victories. The women were not quite as fortunate due to the fact that they played teams that have been together for several years.

Basketball intermurals were held with one team representing each major department. The teams had good sportsman-like players, with most of them participating each time. The United Tribes City League Basketball team did well all season until they played in the state tournament. They were defeated the first game, putting them out of the tournament completely. The Commercial League team only lost three games all season, then were defeated in the tournaments. The traveling team played in various tournaments and towns such as Fort Yates, North Dakota; Cannon Ball, North Dakota; Salem, North Dakota; Bullhead, South Dakota; Whiteshield, North Dakota; Jamestown, North Dakota; and Fargo, North Dakota.

A new addition to the Recreation program was the Coffee House. Located in the basement of the boy's dorm, this meeting place was decorated and designed by students for use during leisure time, a place to get together to relax and meet friends. Run by students, the Coffee House was open from 7 to 10 every evening. Activities included dancing, listening to music, conversation, etc. Soft drinks and pizza were available.

RECREATION

Schedule

For April

Saturday, April 1	1:30 - 12:00 - Canteen Open 2:00 - 5:00 - Ceramics 7:30 - 10:30 - Crafts 7:30 - Movie "Big Mouth" Jerry Lewis
Sunday, April 2	1:30 - 10:30 - Canteen Open 2:00 - 5:00 - Candle Making (Children) 7:00 - 10:00 - Coffee House Shop (Adults and Children) 2:00 - 5:00 - Softball Practice (Boys) 5:00 - 7:00 - Softball Practice (Girls) 7:30 - Movie "Big Mouth" Jerry Lewis Easter
Monday, April 3	6:00 - 10:30 - Canteen Open 5:30 - 7:30 - Candle Making 6:30 - 8:30 - Boys Softball Practice 8:30 - 10:30 - Open Gym 6:30 - 10:30 - Weight Lifting Room Open 5:00 - 7:00 - Girls Softball Practice 8:00 - 4:00 - School Age Children Activities
Tuesday, April 4	6:00 - 10:30 - Canteen Open 6:30 - 8:30 - Boys Softball Practice 7:30 - 9:30 - Basic Art Class (5 wks. only) 8:30 - 10:30 - Open Gym

Wednesday, April 5 ----- 6:00 - 10:30 - Canteen Open
 7:00 - 10:30 - Ceramics
 7:00 - 8:30 - Children-City Recreation
 7:00 - 8:30 - Boys Softball Practice
 8:30 - 10:30 - Open Gym
 5:00 - 7:00 - Girls Softball Practice

Thursday, April 6 ----- 6:00 - 10:30 - Canteen Open
 6:30 - 8:30 - Beadwork Classes
 7:00 - 10:30 - Ceramics
 5:00 - 7:00 - Girls Softball Practice
 8:30 - 10:30 - Candle Making

Friday, April 7 ----- 6:00 - 10:30 - Canteen Open
 5:00 - 7:00 - Girls Softball Practice
 7:00 - 10:30 - Ceramics
 6:30 - 10:30 - Crafts
 8:30 - 10:30 - Candle Making
 Pow Wow at Cannonball

Saturday, April 8 ----- 1:30 - 12:00 - Canteen Open
 1:00 - 3:00 - Childrens Recreation with Youth Group
 2:00 - 5:00 - Ceramics
 7:00 - 9:00 - Ceramics
 2:00 - 5:00 - Open Gym
 7:30 - 10:30 - Crafts
 9:00 - 1:00 - Dance

Sunday, April 9 ----- 1:30 - 10:30 - Canteen Open
 2:00 - 5:00 - Volleyball (Mixed)
 2:00 - 5:00 - Candle Making (Children)
 6:00 - 10:30 - Open Gym
 7:00 - 10:30 - Coffee House-Shop-Swimming at YMCA

Monday, April 10 ----- 6:00 - 10:30 - Canteen Open
 5:00 - 7:00 - Girls Softball Practice
 7:00 - 8:30 - Boys Softball Practice
 5:30 - 7:30 - Candle Making (Adults and Children)
 6:00 - 10:30 - Open Gym

Tuesday, April 11 ----- 6:00 - 10:30 - Canteen Open
 6:00 - 8:30 - Boys Softball Practice
 7:00 - 10:30 - Ceramics
 7:30 - 9:30 - Basic Art Class
 8:30 - 10:30 - Open Gym

Wednesday, April 12 ----- 6:00 - 10:30 - Canteen Open
 6:30 - 10:30 - Canteen Open
 6:30 - 8:30 - Boys Softball Practice
 7:00 - 8:30 - Childrens City Recreation
 8:30 - 10:30 - Weight Lifting, Basketball
 7:00 - 10:30 - Ceramics

Thursday, April 13 ----- 6:00 - 10:30 - Canteen Open
 5:00 - 7:30 - Girls Softball Practice
 6:00 - 10:30 - Open Gym
 7:00 - 10:00 - Ceramics
 6:30 - 8:30 - Beadwork
 8:30 - 10:30 - Candle Making

Friday, April 14 ----- 6:00 - 10:30 - Canteen Open
 5:00 - 7:00 - Girls Softball Practice
 7:00 - 10:30 - Ceramics
 8:30 - 10:30 - Candle Making (Adults)
 6:30 - 10:30 - Crafts (Adults and Students)

Sunday, April 16 ----- 1:30 - 12:00 - Canteen Open
2:00 - 5:00 - Ceramics
6:30 - 9:00 - Ceramics
1:00 - 3:00 - Childrens Recreation with Youth Group
7:30 - 10:30 - Crafts
2:00 - 5:00 - Boys Softball Practice

Saturday, April 15 ----- 1:30 - 10:30 - Canteen Open
2:00 - 5:30 - Candle Making
2:00 - 5:00 - Boys Softball Practice
7:00 - 10:00 - Coffee House-Shop
6:00 - 8:00 - Rodeo Practice-Weather Permitting (Bucking, Barrel)
8:00 - 10:30 - Weight Lifting, Basketball

Monday, April 17 ----- 6:00 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
5:30 - 7:30 - Candle Making (Adults)
7:00 - 8:30 - Boys Softball Practice
8:30 - 10:30 - Volleyball, Weight Lifting, Basketball

Tuesday, April 18 ----- 6:30 - 10:30 - Canteen Open
7:30 - 9:30 - Basic Art
7:00 - 10:30 - Ceramics
6:00 - 8:30 - Boys Softball Practice
8:30 - 10:30 - Volleyball, Weight Lifting, Basketball

Wednesday, April 19 ----- 6:00 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
7:00 - 10:30 - Ceramics
7:00 - 8:30 - Childrens City Recreation
8:30 - 10:30 - Open Gym

Thursday, April 20 ----- 6:00 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
6:30 - 8:30 - Beadwork Classes
8:30 - 10:30 - Candle Making
7:00 - 10:30 - Ceramics

Friday, April 21 ----- 6:00 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
6:30 - 10:30 - Crafts
8:30 - 10:30 - Candle Making
7:00 - 10:30 - Ceramics

Saturday, April 22 ----- 1:30 - 12:00 - Canteen Open
1:00 - 3:00 - Childrens Recreation with Youth Group
2:00 - 5:00 - Ceramics
6:30 - 9:00 - Ceramics
2:00 - 5:00 - Volleyball (Mixed)
2:00 - 7:00 - Weight Lifting, Bowling
9:00 - 1:00 - Dance

Sunday, April 23 ----- 1:30 - 10:30 - Canteen Open
2:00 - 5:00 - Boys Softball Practice
2:00 - 5:00 - Candle Making
7:00 - 10:00 - Coffee House Shop
6:00 - 10:30 - Open Gym

Monday, April 24 ----- 6:00 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
7:00 - 8:30 - Boys Softball Practice
5:00 - 7:30 - Candle Making
8:30 - 10:30 - Open Gym - Weight Lifting, Bowling, Basketball

Tuesday, April 25 ----- 6:00 - 10:30 - Canteen Open
6:00 - 8:30 - Softball Practice (Boys)
8:30 - 9:30 - Volleyball
9:30 - 10:30 - Basketball, Weight Lifting
7:00 - 10:30 - Ceramics

Wednesday, April 26 ----- 6:00 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
7:00 - 8:30 - Boys Softball Practice
7:00 - 8:30 - Childrens City Recreation
8:30 - 10:30 - Basketball, Band Practice
7:00 - 10:30 - Ceramics

Thursday, April 27 ----- 6:00 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
7:00 - 10:30 - Ceramics
6:00 - 10:30 - Canteen Open
6:30 - 8:30 - Beadwork Class

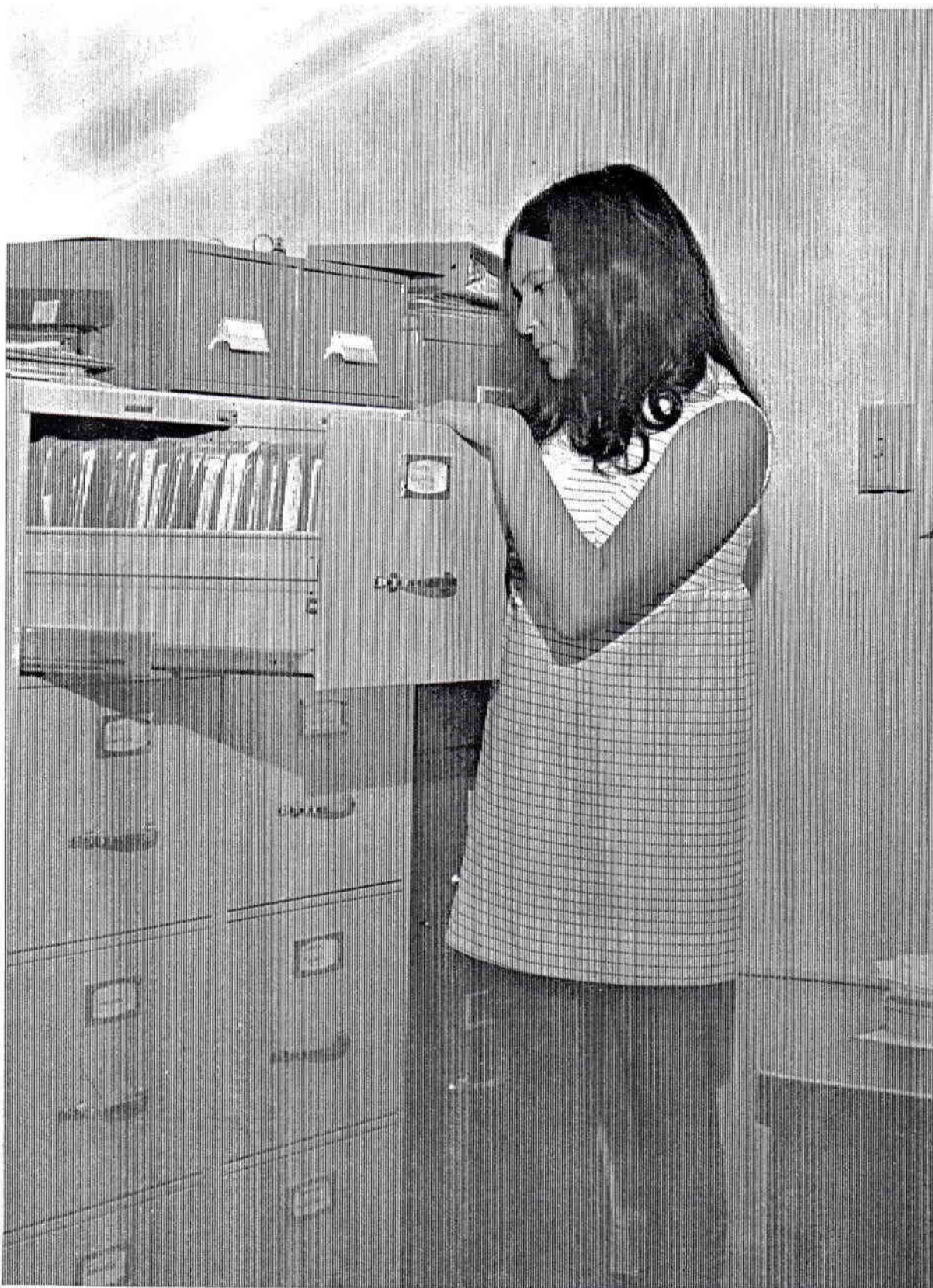
Friday, April 28 ----- 6:30 - 10:30 - Canteen Open
5:00 - 7:00 - Girls Softball Practice
7:00 - 10:30 - Ceramics
6:30 - 10:30 - Crafts
8:30 - 10:30 - Candle Making

Saturday, April 29 ----- 1:30 - 12:00 - Canteen Open
2:00 - 5:00 - Boys Softball Practice
2:00 - 5:00 - Ceramics
6:30 - 9:00 - Ceramics
1:00 - 3:00 - Childrens Recreation with Youth Group
7:30 - 10:30 - Crafts
7:30 - Movie

Sunday, April 30 ----- 1:30 - 10:30 - Canteen Open
2:00 - 5:00 - Boys Softball Practice
2:00 - 5:00 - Candle Making
7:00 - 10:00 - Coffee House Shop
7:30 - Movie

(This is a sample copy of the monthly schedule of events.)





Central Records

CENTRAL RECORDS:

During the fiscal year 1972, Central Records was moved from the Reproduction Room (102) to Room 108. New drapes were purchased and new tile was laid. One (1) new IBM Selectric II typewriter was purchased for the desk that the Records Technician uses, and two (2) more files were moved from the United Tribes Office for use in Central Records. 161 students were carried over from FY 1971.

254 regular students arrived on Center for fiscal year 1972. 91 married men, 74 married women, 77 single males 36 single females, and 16 solos. 415 total individuals were served in all.

Terminations and completions are as follows:

Completions (Regular - 107 Special Project - 51)

	Bismarck
Carry overs from Fiscal Year 1971	161
New Entries	254
Total Served	415
Completions	130
% of total leaving training	51%
% of total served	31%
Discontinuances	127
% of total leaving training	49%
% of total served	31%
Total Leaving Center	257
Still in Training end of Fiscal Year 1972	158
Total Placements	107
% of completions	82%
% of total leaving training	42%

In the fiscal year 1972, the greatest termination rates occurred with single men. Completion rate was also greatest with men.

Time and attendance was changed from an hourly to a daily basis. Before, if a student missed an hour, his pay was docked for half a day. Now, all minutes are accounted for and docked by hours. (For example: tardy 30 min. one day, 15 min. the next, and 15 min. the day after. Total equaling 60 min. or one hour).

Attendance had previously been recorded on a grid. Now it is recorded in a ledger, then on to a grid, to allow for more accuracy. New permit slips were revised in order to better justify a student's absence (unexcused, counseling, medical, U.T.E.T.C., unusual).

The medical slip is also new. It is attached to the admit slip only in the event of an excuse from counseling or the dispensary (medical).

Performance and work appraisals changed in both counseling and vocation for a more accurate evaluation of the student.

**ATTENDANCE REPORT-UNITED TRIBES
EMPLOYMENT TRAINING CENTER
BISMARCK, NORTH DAKOTA**

Signature _____

Period _____ to _____

Student	DATE	Days	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
		to pay	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										

"A" will be entered for any half day for which payment of subsistence should be withheld.

NAME: _____
 DATE: _____
 ARRIVED: _____
 DEPARTED: _____
 REASON: _____
 ISSUED BY: _____

TODAY'S
 STUDENT PERMIT SLIP - A.B.E. AND PERSONAL DEVELOPMENT ONLY DATE: _____

NAME OF STUDENT: _____

ABSENT LATE DATE ABSENT OR LATE: _____

REASON: _____

ISSUED BY: _____ TIME: _____

Class	L.A.	MATH	SCIENCE SOC. STUDY	ENRICHMENT	G.E.D. PREP	PERSONAL DEVELOPMENT
Time Lost						
Staff Signature						

For Office
 Use Only:

- U.T.E.T.C.
- Medical
- Unusual
- Counseling
- Unexcused

TIME LOST _____ A.B.E.

TIME LOST _____ P.D.



Medical Dispensary

The dispensary currently in operation at United Tribes Employment Training Center is staffed by two Registered Nurses from 8 a.m. to 5 p.m., Monday through Friday. It is composed of an office, treatment rooms, waiting area, and storage. After hours, week-ends, and on holidays, a nurse is on call.

Persons who are ill are asked to report to the dispensary between 8 a.m. and 8:30 a.m. The patient is either sent to the hospital or clinic, is asked to remain in the dispensary as an inpatient, or he is sent back to classes. There are four beds in the dispensary for the purpose of servicing these patients. When the beds are full, people occupying houses on Center are sent home, reserving beds for students living in dormitories. If the person is too ill to leave the home or dormitory the prefect should be notified.

The child daycare facilities are checked daily. All absent children are checked on for illness. Families without children, are checked on later in the day, if not reported early. All children must be accompanied to the dispensary by a parent.

Injuries and accidents occurring in class are reported immediately to the instructor. Mishaps during sports activities are reported to the staff members in attendance.

Appointments are made through the dispensary for medical care with outside facilities. The student arranges for his own transportation to the facilities.

During the past year from June 1, 1971, to June 15, 1972, 11,298 persons visited the UTETC dispensary for medical reasons. 357 of these were able to be given attention by the dispensary nurses. The breakdown of others treated professionally is as follows:

Medical Appointments	2,211
Eye Appointments	317
Dental Appointments	1,350
Emergency Room	272
Hospitalization	363

Major Occurrences Within the Dispensary - July 1971 - June 1972.

July 1971

- 30 cases of chicken pox from April through July.
- Tuberculosis testing program; 172 persons tested. One case of active tuberculosis was found. The patient was sent to Fort Yates USPHS hospital for further tests.
- There were two cases of dog bites on Center. The dogs were observed for ten days by the Security Department; no treatment was deemed necessary.
- Two babies were born in July; one boy and one girl.

August 1971

- Two cases of mumps on Center. Mumps vaccine was ordered from Fort Yates USPHS.
- 14 people who missed the original tuberculosis testing program were tested.
- One case of impetigo.
- One student had major abdominal surgery.

September 1971

- Many bee stings this time of year. The Dispensary obtained a new medication - "Pain Away" - a topical aerosol, which was used by the Daycare areas.

- One case of mumps this month.
- Miss Pittman, R.N. from Mary College, visited the Dispensary in regard to placing Mary College nursing students at UTETC as part of their training. The matter was referred to the Education Manager.
- Two babies born this month; two girls.

October 1971

- Increase in number of patients; mostly school age children with minor aches and pains.
- Held inspection of sanitation conditions in the Daycare facilities, the kitchen and dining area of the Dining Center.
- One baby boy born this month.

November 1971

- One case of pediculosis was found on fine combing of heads in the Daycare areas.
- Medical supplies were ordered from Perry Point, Maryland, but request was denied by Aberdeen PHS.
- The Wirtz Dental Clinic in Mandan was contacted in regard to setting up a dental program for children on Center.
- November 21, a measles immunization clinic was scheduled; however, it was postponed until a later date.
- Community Life Manager and the nurse visited the Heartview Foundation, because it was decided that students needing alcoholic treatment should be closer to home.

December 1971

- 29 children received immunization against measles.
- 5 people received dentures, partials, and bridges.
- 8 women were pregnant on Center.

January 1972

- A dental program with the Wirtz Dental Clinic in Mandan was approved by the Board of Directors.
- Dr. Cole, M.D., of the USPHS - Aberdeen, visited the dispensary to discuss student health problems
- Six families had at least one member ill with the flu. Because of the increase in flu cases several of the staff members inquired about flu shots. Health officials were contacted, and it was decided to be unadvisable since the flu season had already begun, and complications from the vaccine could be dangerous.

February 1972

- 18 children from the Daycare area were transported to the Wirtz Dental Clinic.
- One student was transported to the Douglas Skye Memorial Retirement Home for a convalescent period following major surgery.
- A film on venereal disease was loaned to UTETC by the State Health Department. One showing was held for male students, one for females.

March 1972

- Three tonsillectomies this month; two children and one adult.
- Because of outdated and inadequate medical histories, it was decided that all families arriving with physical examinations three months old would need current physical examinations. Appointments were made for three families.

April 1972

- Mr. Robert Demery, health educator from the Eagle Butte area, presented a two day workshop on First Aid and Accident Prevention.
- Mr. Goninion, from the Aberdeen PHS, presented a workshop on Fire Safety.
- Three plastic bathing tubs and baby articles were dispensed to mothers of tiny children.
- One baby boy born this month.

May 1972

- Miss Marvis Berg, student nurse from Bismarck Hospital, spent two weeks in the Dispensary.
- Several expectant mothers attended the evening pre-natal classes at St. Alexius Hospital.

- Mr. Arden Fisher, Employment Assistance director from Fort Berthold, visited the Dispensary concerning some of the students he has sent here.
- A student was bitten by a dog and the necessary precautions were taken.

June 1972

- Community Life Manager and the nurse met with Dr. O'Tool, psychiatrist at Memorial Mental Health in Mandan, to discuss improvements in mental health services.
- Three confirmed cases of chicken pox on Center.
- One baby boy born this month.

The following is a complete breakdown of bills incurred from students while trainees at UTETC from June, 1971 to June, 1972.

Ck. No.	Date	Acct.	Trainee	Amount
6332	6-17-72	Q & R	Charlotte Laducer	20.00
			Mrs. Andrew Cutt	5.50
			Mrs. Andrew Cutt	5.50
			Charlotte Laducer	5.50
			Charlotte Laducer	2.20
			Wilma Thin Elk	25.70
			Andrew Cutt	27.50
			Andrew Cutt	90.00
6325	6-17-71	St. A's	Oley Red Bear	570.90
			Andrew Cutt	277.90
			Charlotte Laducer	624.90
5718	3-23-71	St. A's	Oley Red Bear	435.15
			Mrs. B. Walking Eagle	440.40
			Wilma Thin Elk	8.00
			Mrs. B. Walking Eagle	232.85
6555	8- 2-71	St. A's	Mr. Leonard Conklin	723.80
			Robert Red Eagle	371.60
			Mrs. Andrew Cutt	260.80
6548	8-12-71	Q & R	Charles Carrington	51.30
			Andrew Cutt	117.15
			Leonard Conklin	215.00
6547	8- 2-71	Dr. Anstrom	Leroy Pumkin Seed	150.00
6990	10-14-71	Bis. Hos.	John La Framboise	1216.60
7625	1-27-72	St. A's	Steve Hernandez	156.60
			Wilma Thin Elk	223.50
			Marjorie Winans	239.00
7624	1-27-72	Mdn. Hos.	Cynthia Aquallo	569.35
7590	1-20-72	Bis. Hos.	Mrs. Dennis Enno	8.00
			Mrs. Dennis Enno	635.70
7970	3- 8-72	St. A's	Wilma Thin Elk	10.00
			Wilma Thin Elk	12.70
			Wilma Thin Elk	18.50
7967	3- 7-72	St. A's	Charles Carrington	1550.40
7958	3- 7-72	Morgan & Asso.	Wilma Thin Elk	67.00
7956	3- 7-72	Wirtz Dental	Charles Carrington	155.00
7955	3- 7-72	Dr. Anstrom	Wilma Thin Elk	25.00
7944	3- 6-72	Q & R	Charles Carrington	59.95
			Charlotte Laducer	13.20
			Kenneth Lufkins	33.00
			Wilma Thin Elk	19.25
			Leroy Pumkin Seed	977.00
8325	4-21-72	St. A's	Wilma Thin Elk	28.00

Ck. No.	Date	Acct.	Trainee	Amount
8322	2-23-72	St. A's	Charles Carrington	315.60
8181	4- 6-72	St. A's	Leroy Pumkin Seed	12.05
			Mrs. Pete Red Tomahawk	494.55
			Leroy Pumkin Seed	554.15
			Marjorie Winans	207.90
			Patrick Henry Fayant	2072.45
8172	4- 6-72	Dr. Anstrom	Marjorie Winans	6.00
8170	4- 6-72	Morgan & Asso.	Marjorie Winans	47.00
8168	4- 6-72	Bis. Hos.	Leroy Pumkin Seed	3392.70
8180	4- 6-72	Q & R	Charles Carrington	186.00
			Patrick Fayant	222.90
			Charlotte Laducer	112.70
			Kenneth Lufkins	395.85
8476	5- 5-72	Bis. Hos.	Mrs. Pete Red Tomahawk	391.05
			Donald Houle	407.70
			Leroy Pumkin Seed	776.85
			Kenneth Lufkins	510.60
			Donald Houle	5.00
8493	5-10-72	St. A's	Charlotte Laducer	271.10
8456	5-31-72	Mdn. Hos.	Cynthia Aquallo	430.95
8462	5- 4-72	Dr. Perry	Mary Peltier	254.00
8455	5- 4-72	Q & R	Donald Houle	332.30
			Marjorie Winans	58.25
			TOTAL	24,864.62

Abbreviations

Bis. Hos. = Bismarck Hospital
 St. A's = St. Alexius Hospital
 Q & R = Quain & Ramstad Clinic
 Mdn. Hos. = Mandan Hospital



Religious Program



The United Chapel at United Tribes Employment Training Center was organized in the fall of 1970, under the leadership of Mr. Delano Aungie, a student at UTETC. Mr. Aungie conducted All-Faith Services every Sunday. Students and staff members representing different denominations attended these services. All the religious activities and social events were planned by Mr. and Mrs. Aungie. The Aungies graduated in June 1971.

Mr. Lester Kills Crow came to UTETC in April of 1971. He is an ordained clergyman of the Episcopal Church. Originally hired as a counselor, Mr. Kills Crow assisted Mr. Aungie with the All-Faith Services. After Mr. Aungie's graduation, Mr. Clifford Zephier, student, assumed the responsibility for providing religious services every Sunday. Clifford and his wife, Myrna, influenced other students to become involved in religious activities on Center. The Zephiers planned various activities for the United Chapel: bake sales, food sales, rummage sales, card parties, and other social events for the fellowship of students and staff.

Mr. Kills Crow was responsible for planning all religious services, including Baptism and Holy Communion. Upon invitation from Mr. Kills Crow, Indian clergy from area reservations came to preach at the All-Faith Services on Center. After the Zephiers graduated, Mr. Kills Crow assumed responsibility for the religious program.

CHAPLAINCY PROGRAM:

Mr. Warren Means, Center Director, met with Mr. Kills Crow and local clergymen in February of 1972. A proposal was subsequently prepared and presented to Mr. Means for a Chaplaincy Program on Center. The proposal was presented to the Board of Directors by Mr. Means for their

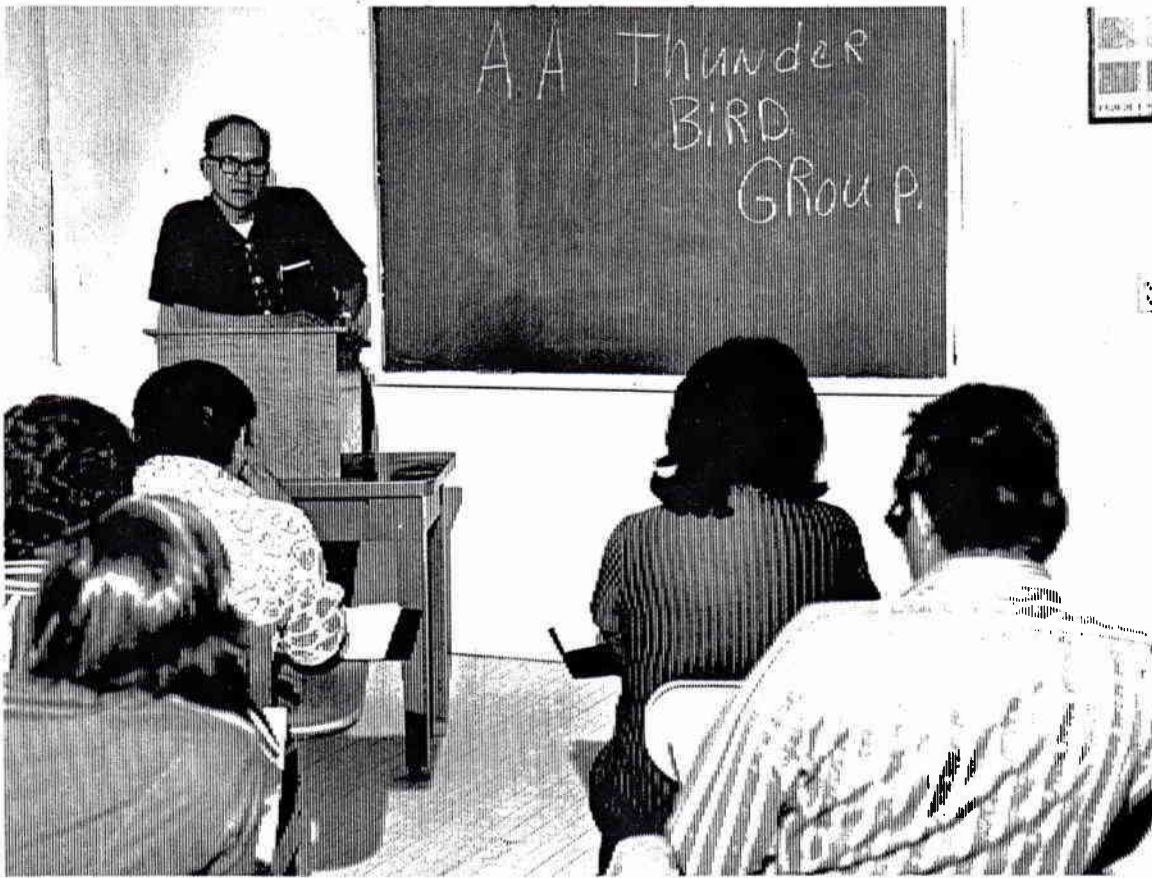
approval. Mr. Kills Crow was later informed that approval had been granted. On March 20, 1972, Mr. Lester Kills Crow was appointed Center Chaplain. He has previously served churches in both North and South Dakota.

In February and March, 1972, a religious survey was conducted for the purpose of identifying the student population on the basis of denominational affiliation. One hundred and fifty students were contacted. Approximately one half of the student body belongs to the Roman Catholic Church, the other half belonging to ten different faiths. All-Faith Services have been conducted on Center by Mr. Kills Crow and visiting clergy since March of 1972. Included in this visiting clergy were Indian clergymen from area reservations. Chaplain Kills Crow has been invited to preach in churches in Bismarck and other communities. In February through April, 1972, Holy Mass was celebrated on Center by Catholic priests from St. Mary's Church in Bismarck. Due to a shortage of priests in the Bismarck Diocese, these services were discontinued. Some of the students and staff now attend Mass at St. Mary's Catholic Church in Bismarck.

The Easter Sunday Sunrise Service was a great success this year. Approximately 110 people participated in this special occasion. Chaplain Kills Crow officiated and delivered the sermon. An excellent breakfast followed, served in the Dining Center by staff members from various departments on Center.

Mr. Kills Crow has given invitational addresses to church groups in Kintyre, Fort Yates, and Cannon Ball, North Dakota. The Chaplain has also attended conferences held on reservations throughout the state. Chaplain Kills Crow has been invited to participate in meetings of the Bismarck Ministerial Association.

Alcoholism Program



ALCOHOLISM PROGRAM:

The Alcoholics Anonymous group of the United Tribes Employment Training Center was organized in May, 1971. Two staff members and three students took the initial steps in organizing the Center A.A. group. Since the first meeting, weekly meetings were held in Building No. 2. The attendance at these meetings range from 5 to 50. Students, staff members, and people from the Bismarck and Mandan area have been attending A.A. meetings on Center. The Center A.A. group grew and became very active in a short period of time. To this date, 58 A.A. meetings have been held on Center.

The Center A.A. group was given national recognition by the Alcoholics Anonymous World Services, Inc. headquarters in New York; it was given the name, "The Thunderbird Group" by the A.A. W.S. Members of the Thunderbird Group have made several trips to reservations both in North and South Dakota. It has also conducted meetings at the State Hospital in Jamestown, North Dakota. An excellent reception was given to the group wherever they went to conduct A.A. meetings. The Self-Help program was organized during the month of June, 1971 and group discussions were held weekly in Building No. 2. Students who have personal problems derived comforting relief by attending these sessions.

The Al Anon group was organized with the help of Al Anon members from Bismarck and Mandan. Alcoholic spouses and other interested persons have been attending these informative Al Anon meetings in Building No. 2.

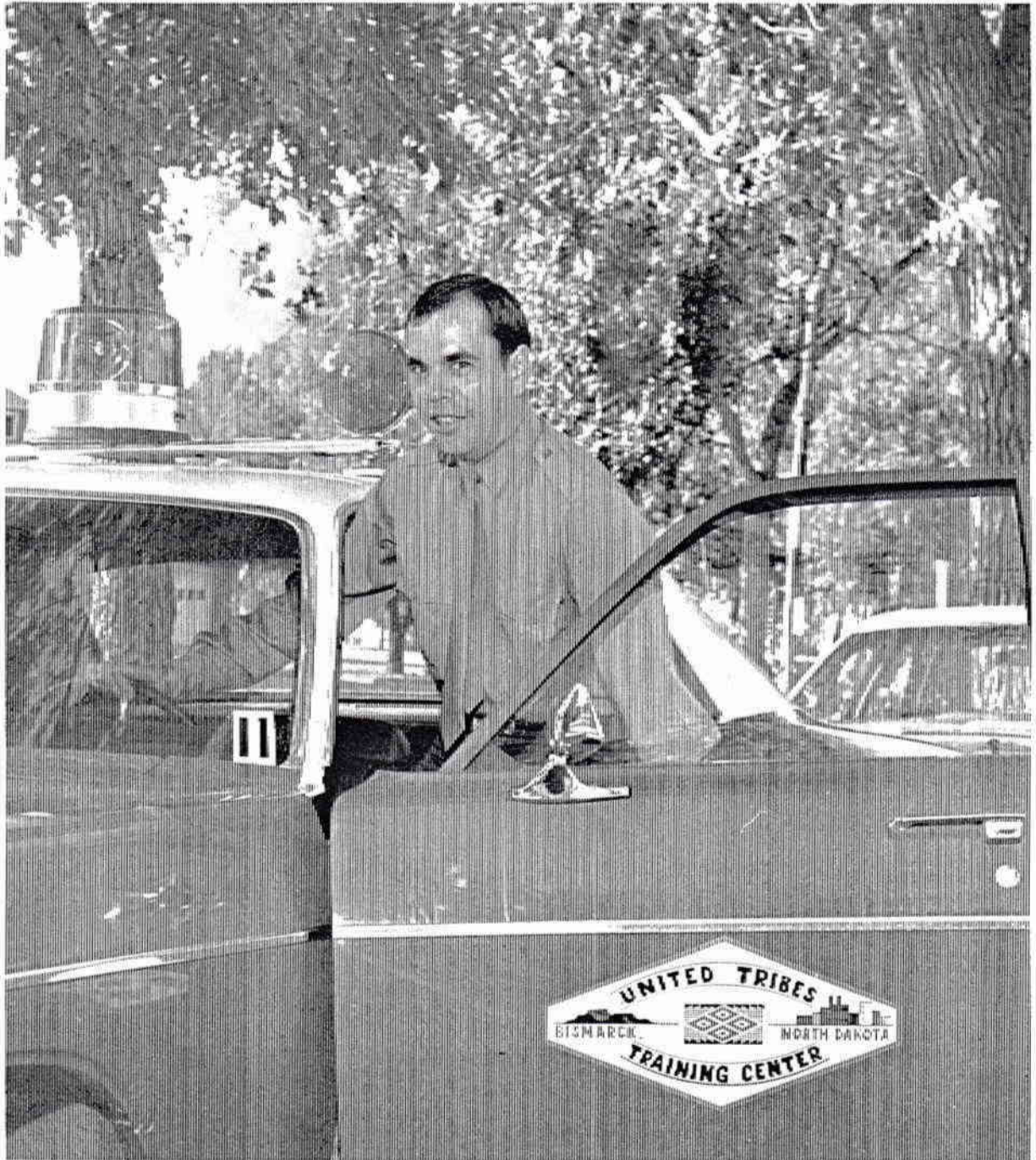
Since the A.A. group, Self-Help program, and Al Anon group were initiated, the students have elected officers and kept the recovery program on Center moving in full swing.

Mr. Patrick Poitra was appointed as Alcoholism Counselor to supervise the Alcoholism Program on Center effective March 20, 1972. A proposal and job description were developed and presented to the Center Director for his approval. Since assuming his position as Alcoholism Counselor, Mr. Poitra has been meeting with students who have a drinking problem, for counseling sessions. Also, he has made plans for the weekly A.A. meetings; he has invited speakers, and made arrangements to show films on alcoholism.

Mr. Patrick Poitra, staff members, and students have attended seminars, workshops, conferences and other educational programs on alcoholism held in the state. Also, Mr. Poitra and other staff members have been taking students with a drinking problem to closed A.A. meetings in Mandan and Bismarck.

Three staff members and eight students attended the Alcoholism Seminar held at Fort Totten on Wednesday, March 29, 1972. The featured speakers at the seminar were Dr. Bill Weir, Director, Alcoholism and Drug Division, State Hospital, Jamestown; and Dick Schaefer, Counselor, State Hospital, Jamestown. Both spoke on the problems of alcoholism and treatment. They also spoke on drug addiction and what steps have been taken to combat the increasing problem of drug abuse.

Security



SECURITY:

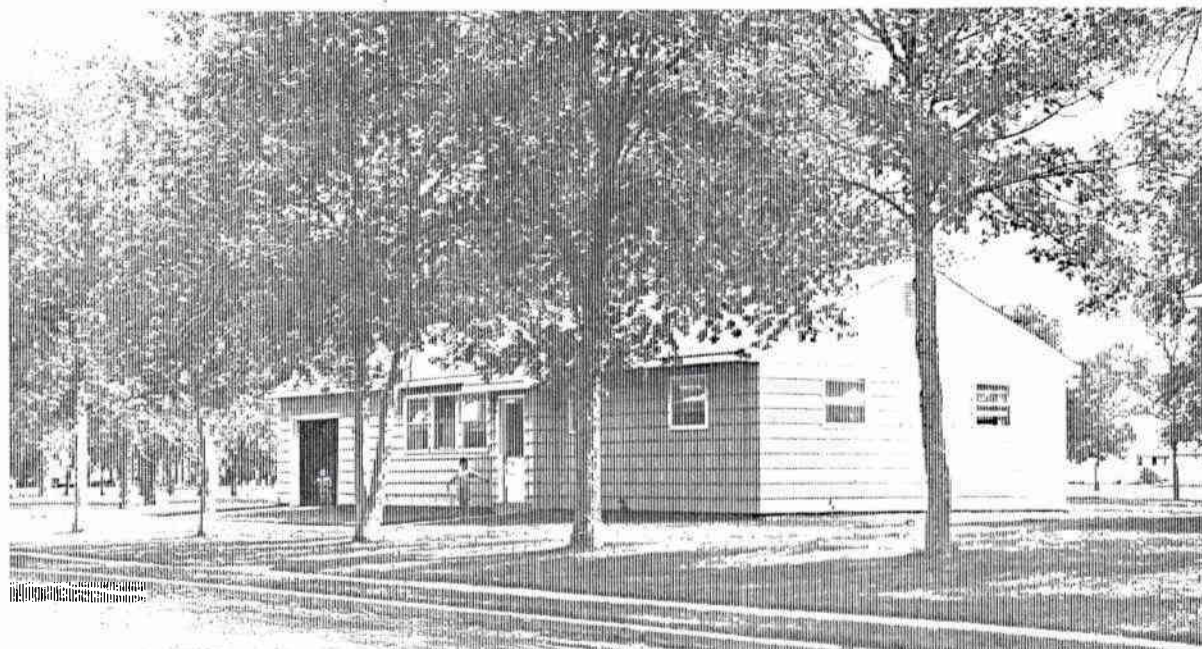
The Security department provides around-the-clock law enforcement for the United Tribes community. The Security Staff is also trained and equipped to perform first aid and emergency care. In addition to these roles, the security officers are being trained to serve as counselor aids. This training is being done through workshops and clinics.

Security was moved to a more centralized location. The Center bus stop was moved adjacent to the new location. For better communications, a

two-way radio system was ordered. Security also received two new patrol cars. New parking and street signs were erected for added control of Center traffic. An all student and staff vehicle registration and safety check was performed; U.T.E.T.C. parking stickers were issued.

Detoxification rooms for men and women were planned. The facility will be located in the Security department, and will eliminate the need to transport students into Bismarck for this purpose.

Housing



HOUSING:

In May 1972, a Housing Coordinator was put in charge of all Center housing. Housing was put under the direction of the Community Life Department, rather than Support Services.

Forty-eight homes were available on Center for use by families and singles with children. Twelve apartments were rented in downtown Bismarck for student use. One boys' dorm and one girls' dorm, occupying 25 students each, served as residences for single students. One house was designated as a boys' honor dorm. The ten students who lived in this house were self-governing, maintaining their own discipline and scheduling. Maintenance and safety checks were made on a regular basis to keep the houses safe and up to date. A dorm council was elected and met on a weekly basis to discuss any problems which occurred.

The following is an up to date listing of student housing assignments and availability:

- 43A Mr. and Mrs. Philip McLaughlin
- 43B Mr. and Mrs. Reno Mutchler
- 44A Mr. and Mrs. James Plenty Chief
- 44B Truby Stiffarm
- 55 Mr. and Mrs. LeRoy Archambault
- 99A Mr. and Mrs. Fritz Eaglesfield, Jr.
- 99B
- 130 Mr. and Mrs. David White Tail, Jr.
- 131 Mr. and Mrs. Melvin Shoots The Enemy
- 132 Mr. and Mrs. Melvin Smith
- 133 Cheryl Bad Horse
- 134 Mr. and Mrs. Ivan Black Cloud
- 135
- 136 Florestine Peltier
- 137 Mr. and Mrs. Clifford Peltier
- 138 Mr. and Mrs. Nicholas Cadotte
- 139 Mr. and Mrs. Clarence McCauley
- 140 Mr. and Mrs. David Walette
- 141 Mr. and Mrs. Gilbert Red Dog
- 142 Mr. and Mrs. Dennis Enno
- 143
- 144 Mr. and Mrs. Winfield Chaska
- 145 Mr. and Mrs. Keith Richotte

- 146 Mr. and Mrs. Christopher Braveheart
- 147 Mr. and Mrs. Albert Lefthand
- 148 Mr. and Mrs. Pete Red Tomahawk
- 149 Mr. and Mrs. Felix Walette
- 150 Mr. and Mrs. Jerome Otter Robe
- 151 Pamela and Marilyn King
- 152 Mr. and Mrs. Edward Demontigny
- 153 Belva Aquallo
- 154 Mr. and Mrs. Raymond Houle
- 155 Mr. and Mrs. John Wilkie
- 156 Mr. and Mrs. Robert Smith
- 157 Grace Bearquiver
- 158 Mr. and Mrs. Larry Sharpfish
- 159 Mr. and Mrs. Dale Red Stone
- 160
- 161 Mr. and Mrs. Donald Houle
- 162 Mr. and Mrs. Gerald Weasel
- 163 Mr. and Mrs. Rapheal Iron
- 164 Mr. and Mrs. Levi Country
- 165 Mr. and Mrs. Ronald Myrick
- 166 Mr. and Mrs. Donald White
- 167 Mr. and Mrs. Alden Big Man
- 168
- 169 Mr. and Mrs. Douglas Goodhouse
- 170 Mr. and Mrs. Donald Barrows

APARTMENTS:

- 2112 & 2124 East Divide Ave., Bismarck, N. Dak.
- Apt. 104, Mr. and Mrs. Victor Smith
- Apt. 218, Wanda Wolfe
- Apt. 321, Marjorie Winans
- Apt. 323, Mr. and Mrs. Virgil Follows the Road
- 1603 North 13th St., Bismarck, North Dakota
- Mr. and Mrs. Joe Reed
- 1119 Memorial Drive, Bismarck, North Dakota
- Apt. 16, Mr. and Mrs. Calvin Bail
- 1114 Jefferson Drive, Bismarck, North Dakota
- Apt. 4, Agatha Red Shirt
- 1423 North 20th St., Bismarck, North Dakota
- Apt. 4, Mr. and Mrs. Darrell Kingbird

VACANCIES: 5



Social Services

COUNSELING DEPARTMENT:

The ultimate concern of the Counseling Department is the welfare of the students in areas involving financial, vocational, and/or personal counseling. Counseling aids the individual in solving problems for himself not only during training but also after he has been placed on a job.

The counseling staff adopted several new procedures which were set forth in a meeting with the Director on February 17, 1972. They are as follows:

1. More in-service training for counselors.
2. Better flow of communications between departments.
3. An established chain of command.
4. Improved orientation for students.
5. Counselors on call at night.
6. Emphasis on more involvement in alcohol counseling.

These revisions were well accepted and have greatly increased the potential of the Counseling Department.

Another significant event during this year was the assimilation of the Department of Labor counselors with the rest of the counseling staff, under one department, to better deal with counseling services.

The counseling staff has been given the responsibility of working more closely with the Adult Basic Education department on the testing of students. On March 8, 1972, an evaluation of the Counseling Department was completed by Reginald Dumontier of Flathead Valley Community College at Kalispell, Montana. He recommended that the Counseling Department be reorganized as follows:

1. Moving of the department from Community Life to Social Services.
2. There should be a key counselor to function as a counseling supervisor.
3. There should be staff meetings with the division manager presiding.
4. There should be a distinct delineation between Security's and Counselors' duties so each knows what his authority and responsibility is.
5. The night shift for counselors should be replaced by on-call duty.
6. There should be better utilization of counseling skills by relieving them of many duties which could be handled by a social worker aid.
7. There should be an in-service training for new counselors to upgrade the counseling skills of the staff and improve techniques in dealing specifically with the Indian people.
8. There appears to be a need for counselors trained in marriage counseling so referrals to other agencies will not be necessary.

Counseling has gone through extensive revisions during fiscal year 1972. The major revision was the shift of the Counseling Department from Community Life to a new department called So-

cial Services on March 20, 1972. This change enabled the Counseling Department to work more closely with Placement and Job Development. The function of the Counseling Department in Placement and Job Development is to establish a counseling system for a twelve month period following the graduation of a student from U.T.-E.T.C. This will involve having a counselor travel with a student to job interviews and, once he has been placed, to the job location, and assist the student with any problems which arise during these transitional periods. Further counseling by the department is done on the recommendation of the Job Developer.

The Social Service Department has been operating in accordance with currently accepted and effective philosophies and practices in the area of counseling. The department has made efforts to provide counseling services which are not administrative, punitive, disciplinary or judgmental, but rather suggestive in the areas of vocational guidance, financial assistance, academic endeavors and personal adjustment.

Five counselors, a Social Service Supervisor, a secretary, a clerk, and two Action Volunteers comprise the Social Service staff. On the average, each counselor makes seventy reportable contacts with students per week. The average case load at present is approximately twenty-seven students per counselor. Cumulative records of each student consisting of personal history, family and pre-school experiences, test scores, medical reports, academic transcripts, briefs of counseling and guidance interviews, and social summaries are being maintained and kept up to date. These cumulative records are filed and entitled strictly confidential.

There has been more emphasis and involvement in alcohol counseling, because alcohol behavior is a prime downfall to many U.T.E.T.C. students. Currently, there is a proposal being drawn up concerning a new alcoholism program for U.T.E.T.C. This program, when implemented, will be under the direct supervision of the Social Service Department. Mr. Patrick Poitra, the current alcohol counselor, is taking two of the U.T.E.T.C. students with him to the International School of Alcohol Studies being conducted at the University of North Dakota in Grand Forks July 23-28. It is hoped that much of what is covered in this conference will be of benefit to the students at U.T.E.T.C. with a drinking problem, and therefore may be implemented into the new alcohol program.

Another significant event during this year has been the implementation of more in-service training for the Social Service staff. Recently the Social Service Supervisor attended the Inter-Agency Counselors Conference, The Management and Supervision Conference, and the National Conference for Teachers of Indian Students, all of which were conducted in Oklahoma. Through these conferences, valuable material has been related to the members of the staff, which will aid them in counseling U.T.E.T.C. students. In August a workshop is being planned for the counselors at U.T.E.T.C. on Center. This workshop will be conducted by the AMIDS personnel of Oklahoma and is aimed at keeping the counselors abreast of the recent developments in the area of counseling. This workshop is also aimed at upgrading the counseling skills of the staff and improving their techniques in dealing specifically with the Indian people.

The Social Service Supervisor has acted as a liaison between his subordinates and the Placement Manager to ensure professional help for the students through utilization of the various departments at U.T.E.T.C. This has developed a better flow of communications between departments and has reinforced the chain of command which was established in the previous quarter.

Another area of change in the Social Service Department has been in the orientation of new students. Currently the orientation program is being handled primarily through Central Records. This has resulted in better communication between Central Records and the Counseling staff, because each department must work together to secure the information on absences, arrivals, orientation and adjustment of new students to the Center.

O.J.T.'s FOR JULY '71 - JUNE '72

Date	No. or Name	Place of O.J.T. Training
July 1971	1 student	Bismarck, North Dakota
July 1971	9 students	area unknown
August 1971	3 students	Corwin Churchill State Capitol Building City Airport
August 1971	8 students	Bismarck, North Dakota
August 2, 1971	2 students	area unknown
September 1971	Ada Red Horse 3 weeks	Eagle Butte, South Dakota Dorm Aide
September 1971	3 students 2 weeks	Bismarck Hospital
September 1971	Willard Farrel	Bismarck City Airport
September 1971	Clifford White Eyes	Bismarck City Airport
October 1971	Allen Star	Corwin Churchill Motors
October 1971	Arnold Wilkinson	Davis Chevrolet
November 1-5, 1971	3 students	area unknown
November 2, 1971	James Henry	Kirschman's Manufacturing Company
November 8-12, 1971	3 students	Bismarck, N. Dak. - 2
November 15-19, 1972	3 students 2 - Business Clerical 1 - Building Maintenance	Rapid City, S. Dak. - 1 area unknown
November 22, 1971	3 students 2 - Business Clerical 1 - Human Services	area unknown
April 17, 1972	Wilson Gay	Hettinger Motors
May 7, 1972	Joe Gates	Hettinger, North Dakota
May 8-19, 1972	Jerine Fox	Bismarck Police Dept.
May 8-19, 1972	Clara Stead	Bismarck Hospital
May 8-19, 1972	Macil Weasel	Bismarck Hospital
May 8-19, 1972	Violet Brave Heart	Bismarck Hospital
May 8-19, 1972	Pearl Left Hand	Bismarck Hospital
May 8-19, 1972	Pauline Elk	Bismarck Hospital
May 8-26, 1972	Joe Reed	Town House, Bismarck, N. Dak.
May 8-26, 1972	Truby Stiffarm	Council for Indian Ministry
May 29 - June 2, 1972	Selma Red Tomahawk	Bismarck Hospital
June 1972	Peggy Big Man	N. Dak. Civil Defense
June 5-9, 1972	Clifford Peltier	Bismarck, North Dakota
June 5-23, 1972	Pearl Reed	Social Services U.T.E.T.C.
June 12-15, 1972	Janice Sharpfish	Town House, Bismarck, N. Dak.
June 12-23, 1972	Clifford Peltier	Bismarck Hospital
June 14-23, 1972	Agatha Redshirt	Pre-Vocational Center
June 19, 1972	Elaine Ross	Bismarck, North Dakota
June 19-23, 1972	Ron Bearquiver	Missouri Slope, Bismarck
June 19 - July 7, 1972	Darlene Enno	Public Health Service
July 5-12, 1972	Selma Red Tomahawk	Ft. Totten, North Dakota
		U.T.E.T.C. (On Center)
		Veterans Memorial Library
		Bismarck, North Dakota
		Bismarck Hospital

STUDENT PLACEMENT

Student No.	Graduation Date	Vocation	Status	Salary
A1	6-25-71	Bldg. Maint.	Standing Rock Housing Authority	\$1.60 per hour
A2	12-17-71	Nurse Aide	UTETC Day care	€302.00 mo.
A3	8-20-71	Bus/Cler.	UTETC DOL Bookkeeper	\$375.00 mo.
A8	6-25-71	Auto Mech.	Tom Tom Factory	% com.
A9	6-25-71	Bus/Cler.	Tom Tom Factory	% com.
A10	1-28-72	Welding	Missile Site, Langdon	\$7.95 hr.
A11	6-25-71	Bus/Cler.	Social Security Office, Sioux Falls, S. D.	\$360.00 mo.
A12	6-25-71	Auto Mech.	United Parcel, Sioux Falls	\$3.00 hr.
B1	9-17-71	Bus/Cler.	BIA, Ft. Yates, N. D.	
B2	6-25-71	Welding	Welk Steel, Ft. Yates	\$2.25 hr.
B3	12-17-71	Human Services	Direct Employment, Yuma, Arizona	
B4	12-17-71	Bus/Cler.	Head Start, Santee, Nebraska	\$2.00 hr.
B5	12-17-71	Bus/Cler.	Lake Havasu City, Arizona	\$2.77 hr.
B6	12-17-71	Bus/Cler.	Secretary, Alcohol & Drug Control, Sisseton	
B7	12-17-71	Bldg. Maint.	C.A.P., Sisseton	
B9	12-17-71	Welding	Morris Knudtson, Langdon	\$7.85 hr.
B11	12-17-71	Bus/Cler.	Not Employed	
C1	1-28-72	Human Services	Kurtz Construction Co.	\$3.90 hr.
C4	12-17-71	Bus/Cler.	Unemployed	
C5	12-17-71	Nurse Aide	Moccasin Factory, Pine Ridge	\$1.65 hr.
C6	11-19-71	Human Services	UTETC Daycare	\$302.00 mo.
C8	8-20-71	Bus/Cler.		
C9	12-17-71	Food Services	Cook, Manderson, S. D.	
D1	7-23-71	Welding		
D2	4-9-71	Food Services	Cook, Ronan, Mont.	
D3	11-19-71	Human Services		
E1	3-24-72	Auto Mech.	Airport, Bismarck	\$420.00 mo.
E2	4-28-72	Nurse Aide	Hettinger Nursing Home, Hettinger	\$1.60 hr.
F1	11-11-71	Human Services	Law & Order, Ft. Yates	\$1.80 hr.
F2	11-11-71	Bldg. Maint.	Maintenance, Ft. Yates	\$5,280 annual
F3	9-17-71	Bldg. Maint.	Standing Rock, Ft. Yates	
F4	9-17-71	Nurse Aide	Standing Rock, Public Health	\$1.65 hr.
F7	1-28-72	Human Services	UTETC Dorm Prefect	\$425.00 mo.
F8	1-28-72	Nurse Aide		
F9	12-17-71	Nurse Aide	Denver Hospital	\$1.75 hr.
G3	5-28-71	Bus/Cler.	Not Employed	
G4	5-28-71	Bus/Cler.	State Employment Service, Ft. Yates	\$431.00 mo.
G5	5-26-72	Auto Mech.	Hettinger Auto Co., Hettinger	\$3.00 hr.
H1	1-28-72	Bus/Cler.	Mountain Bell, Denver	
H3	7-9-71	Bldg. Maint.	Western Plywood Co.	\$2.13 hr.
H5	9-17-71	Auto Body	Denver, Auto Mech.	
H6	7-9-71	Bus/Cler.	US Environmental Service, Denver	



Student No.	Graduation Date	Vocation	Status	Salary
H11	12-17-71	Welding	Morris Knudtson, Inc.	\$7.35 hr.
H14	12-17-71	Bus.-Cler.		
H15	12-17-71	Bus.-Cler.	Indian Affairs Commission, Bismarck	\$376.00 mo.
H17	11-19-71	Bldg. Maint.	SCS, Selfridge, North Dakota	
H18	2-28-72	Nurse Aide	Direct Employment	
H19	9-17-71	Food Service	Not Employed	
H20	4-28-71	Bus.-Cler.	Refused employment in Bismarck area	\$4,326.00 annual
I1	12-17-71	Bus.-Cler.	Social Security Office, Miles City	\$5,166.00 annual
I1	1-28-72	Human Services	UTETC Placement	
J1	8-27-71	Bus.-Cler.		
J2	8-27-71	Bus.-Cler.		
K1	1-28-72	Nurse Aide	Bismarck Hospital	\$1.75 hr.
K2	12-17-71	Human Services	Jamestown State Hospital (part-time)	\$48.00 Week
L1	8-13-71	Nurse Aide	Bismarck Hospital	\$1.75 hr.
L2	8-13-71	Auto Body	Chrysler Plymouth, Mandan	% commission
L3	1-28-72	Bldg. Maint.	Rapid City, South Dakota	
L4	1-28-72	Nurse Aide	Sioux Valley Hospital, Sioux Falls	\$1.70 hr.
M3	8-27-71	Police Science	Bismarck Police Dept.	
M4	11-22-71	Auto Mech.	Alcoholism Counselor	\$350.00 mo.
M5	11-22-71	Human Services	Home Co-Ordinator, Sisseton	\$2.00 hr.
O1	8-27-71	Police Science	Todd County Schools	\$1.90 hr.
O2	10-22-71	Bus.-Cler.	Indian Affairs, Bismarck	
O3	10-22-71	Human Services	Daycare, UTETC, Bismarck	\$302.00 mo.
O4	12-17-71	Bus.-Cler.	Nat'l Park Service, Denver	\$2.48 hr.
P1	1-28-72	Human Services	Not employed (hasn't been placed yet)	
P2	2-25-72	Nurse Aide	Bismarck Hospital	\$1.70 hr.
P3	5-26-72	Nurse Aide	Dunseith Nursing Home	\$1.60 hr.
P4	5-26-72	Auto Body	Rolla, North Dakota	\$2.50 hr.
R1	12-17-71	Nurse Aide	UTETC Daycare	\$302.00 mo.
R2	8- 6-71	Bldg. Maint.	Tribe, Sisseton	\$70.00 week
R3	8- 6-71	Nurse Aide	Refused jobs that were developed.	
R4	12-17-71	Food Service	Direct Employment, Pine Ridge, (Service)	
R5	12-17-71	Nurse Aide	Moccasin Factory, Pine Ridge	\$1.65 hr.
R7	12-19-71	Human Services	Daycare UTETC	\$302.00 mo.
R8	8-27-71	Bus.-Cler.	Rapid City, School of Business	
R9	4-28-72	Bldg. Maint.	Bismarck, General Contractor	\$3.82 hr.
R10	5-26-72	Nurse Aide		
S1	9-19-71	Bus.-Cler.	North Dakota Tax Dept.	
S2	7-22-71	Auto Mech.	Minneapolis	
S7	11-19-71	Auto Mech.	Wilson Chrysler Plymouth	
S8	8-27-71	Bus.-Cler.	Social Security Office, Bismarck	\$110.00 Week
S9	11-19-71	Bus.-Cler.	Direct Employment, Sioux City	\$360.00 mo.
T1	1-28-72	Human Services	Alcoholism Counselor, Rapid City	\$1.65 hr.
T2	7- 9-71	Bus.-Cler.	Tribes, Winnebago, Nebraska	\$106.00 week
T3	7- 9-71	Welding	Omaha Lines	\$2.65 hr.
V1	8-24-71	Police Science	Police Dept., Ft. Yates	\$4,700.00 annual
W2	12-17-71	Welding	Missile Site, Langdon	\$7.95 hr.
W3	11-19-71	Nurse Aide	Wahpeton (LPN Training)	
W4	11-19-71	Bldg. Maint.	Brechenridge Terminal Service	\$2.00 hr.
W5	1-28-72	Bus.-Cler.	Law and Order, Ft. Yates	\$1.80 hr.
W6	11-19-71	Auto Mech.	North Dakota State Highway Dept.	\$400.00 mo.
W7	11-19-71	Human Services	Charles Hall Home (House-mother)	\$50.00 week
W8	9-17-71	Nurse Aide	Licensed Practical Nurse Training	
W11	2-25-72	Bus.-Cler.	Mpls., Minnesota (Direct Employment)	
W12	2-25-72	Nurse Aide	Villa Marie Nursing Home, Mpls.	\$1.75 hr.
Y1	9-17-71	Bldg. Maint.	Lincoln, Nebraska	\$1.80 hr.
Y2	9-17-71	Nurse Aide		
Z1	12-17-71	Human Services	United Sioux, Employment Counselor	\$6,338.00 annual
Z2	1-28-72	Bus.-Cler.	O.E.O., Sioux Falls, South Dakota	\$1.65 hr.



Public Relations

During fiscal year 1971 - 1972, a comprehensive campaign began at United Tribes Employment Training Center in the Public Relations Area. A definite need existed to better inform the general public about the presence of the Training Center. This was accomplished through the various news media: radio, television, and newspapers. Particular attention was given to personal appearances at various service clubs throughout the state. At this time the United Tribes Employment Training Center Program was presented.

The Public Relations Department was officially developed in March 1972. Since that time it has taken part in a variety of events and been active in promulgating many activities related to the Center. Among them are:

U.T.E.T.C. displayed its float in the Loyalty Day Parade held in downtown Bismarck. Decorated in the United Tribes colors of red and green, the float carried an Indian man and woman, dressed in full costume. The emblem of the Training Center also adorned the float.

In March, an induction ceremony was held for the University Year in Action (UYA) volunteers from North Dakota State University. Both television and news coverage was given to this official swearing in of the UYA volunteers. The event was officiated by the area Director of Action, from Denver, Colorado. The Assistant Director of United Tribes spoke about the volunteers and what their work at U.T.E.T.C. would involve. Resource personnel from U.T.E.T.C. participated in the Win workshop, held in Bismarck. Conducted by the University of Colorado, this work incentive program was designed to help alleviate welfare problems, through training. It was felt that the Indian input given to the workshop was of great value.

A Pow Wow Committee was formed and preliminary plans made for the summer Pow Wow to be held at U.T.E.T.C. in conjunction with the Bismarck Centennial, July 28-29-30. Student participation was encouraged in preparing for this event, attended by visitors from all over the United States and Canada. The coronation of a U.T.E.T.C. princess to reign over the Pow Wow was scheduled to be held prior to the event.

A survey was made regarding the possibility of Indian inmates from the State Penitentiary receiving training at U.T.E.T.C. A definite interest was demonstrated by the inmates; a list of those eligible was submitted to Penitentiary officials and United Tribes. Although the program was approved, it remains for the inmates to be scheduled and released for training.

Two "Indian Awareness" workshops were held during the past year. The first occurred in October, the second in May. These were conducted jointly by the students and staff of U.T.E.T.C. for the benefit of local educators, particularly those within the Bismarck-Mandan school systems. The purpose of these one-day seminars was to acquaint teachers with the problems faced by Indian children attending non-Indian schools. It was desired that instructors develop a greater sensitivity towards the needs of these students. Among the speakers at these events were Esther Horn, great great granddaughter of Sakakawea and herself a teacher; and Mr. Dallas Chief Eagle, head of tourism for United Sioux Tribes. An arts and crafts exhibit and demonstration in Indian sign language were other highlights of the conference. Final events were a barbeque dinner and evening Pow Wow.

A workshop was held at the University in Grand Forks, North Dakota, Pertaining to current problems confronting Indian people in the area of employment in North Dakota. The mayor of Grand Forks, and other city officials; the President and Vice President of North Dakota State University; and representatives of the Labor Union were all in attendance. This workshop was conducted by U.T.E.T.C. staff members. It achieved its goal of promoting awareness of the problems and reasons behind unemployment on the reservations. Suggestions were received on ways to improve the employment situation.

A sound-on-slide projector was purchased for use in the orientation of new students at U.T.E.T.C. The equipment is also being utilized by Public Relations, follow-up counseling, and Personal Development. An opaque projector was also purchased by this department.

A Coffee House was established in the basement of the men's dormitory. The Coffee House is utilized by the students for recreation and leisure time use. This area includes a snack bar and a small book store.

Twenty applicants applied for the Electrical Apprenticeship Program of the Electrical Contracting Industry. Of the twenty applicants, nine were chosen by the selection committee. This committee consisted of two members of the Electrical Union and two Electrical Contractors. Two U.T.E.T.C. staff members were in attendance at the interviews. These nine are attending classes at Langdon, North Dakota, in electronics. During this four year program, as electrical apprentices, they are assured of work. Several have been employed on the ABM construction.

A meeting was held with the Chamber of Commerce of Jamestown, North Dakota. This pertained to the establishment of a job placement field office in that city. U.T.E.T.C. people were well received, and a definite interest in the U.T.E.T.C. program was made apparent by the city officials of Jamestown. The Jamestown Chamber of Commerce requested a presentation of the U.T.E.T.C. program to the various service clubs of that city.

Indian plaques were designed and constructed for presentation to the various governors attending the Mid-West Governors Conference held in Bismarck during the month of June. Made of buckskin stretched between willow branches, the plaques bore the inscription, "No thing lives long. . . only the trees and the mountains." White Antelope. The U.T.E.T.C. insignia and name of each governor were also inscribed on the plaques, which the recipients greatly appreciated.

Purchase was made of four teepees to be used for U.T.E.T.C. presentation and special activities. The four teepees represent the four reservations in the state of North Dakota. They will be used at the entrance to United Tribes for important events, such as the summer Pow Wow. They are also scheduled to be displayed on Nationality Day, July 24th, in Bismarck.

Miss Beverly McKay, a Sioux Indian of Fort Totten, was selected as one of 250 students chosen to tour Europe during the summer of 72. A sophomore at Mary College, Miss McKay was sponsored on her trip by United Tribes Employment Training Center.



Personnel Department

ADMINISTRATION:

During fiscal year 1972, several major departmental changes were implemented through the Personnel Department. The Public Relations Department was divided into two separate departments, Personnel and Public Relations. Several new positions were created: Public Relations Supervisor; Personnel Supervisor; Personnel-Public Relations Technician; and Personnel Public Relations Clerk. March saw the Program Assurance Office eliminated and the Switchboard Operator was transferred from the Placement Department to Administration in May.

PLACEMENT:

The Counseling Department was changed in name to the Social Services Department. It was transferred to the jurisdiction of Placement in March. The UTETC Job Development Office was created within the Placement Department during this month; a Job Development branch office was also established in Belcourt.

The Alcoholism Counselor position was moved from the Community Life Department to the Social Services Department, at this time, also.

PERSONNEL DEPARTMENT CHANGES

During the month of March, the following new forms were created for use within the Personnel Department:

1. Time sheets
2. Leave accrual cards
3. Personnel requisition forms
4. Personal information cards
5. Processing information forms

The personnel files were also updated; 180 out-dated job applications were returned to applicants for renewal, new contracts were written to replace out-dated contracts, and missing personnel file requirements, i.e. resumes and W-4 forms, were replaced.

The Personnel Department conferred with Federal and State personnel experts on the preparation of UTETC Personnel policies and procedures. Already existing Personnel policies and procedures were put back into effect. These included advertising procedures, contractual requirements, and personnel requisition procedures.

Recruiting of new personnel, with the assistance of other department heads, began in April. Interviews were held in such locations as Oklahoma City; Missoula, Montana; Salt Lake City, Utah; Fargo, North Dakota; and Phoenix, Arizona. Prospective employees have been flown in from throughout the country to visit the Center.

Research into job duties, work habits, and qualifications was conducted before granting salary increases to most UTETC employees in March.

The Personnel Department established working relationships with such agencies as the North Dakota Employment Security Bureau, Bureau of Indian Affairs Personnel Department, United Tribes of North Dakota Development Corporation attorney, North Dakota Unemployment Compensation Division, and the Department of Labor. During the month of June, personnel for the Heavy Equipment Training Program were recruited, interviewed, and hired. Interviews were held in Newtown, North Dakota; Sisseton, South Dakota; and Eagle Butte, South Dakota. Eleven people were hired.

COMMUNITY LIFE:

In April, the Housing Coordinator was transferred from Support Services to Community Life. The position of Safety Officer was created within the Support Services Department. Also, an Auto Mechanic/Vehicle Dispatcher position was created within the Maintenance Department. The Maintenance Department was divided into both a Motor Pool and a Building and Grounds Maintenance section. New positions were: Motor Pool Supervisor, Building and Grounds Maintenance Supervisor, Carpenter and Maintenance Clerk. Positions abolished were: Plant Engineer, Maintenance Engineer, and Maintenance-Janitorial Supervisor. Within the Supply Department, the position of Courier was created.

EDUCATION:

This department also made structural changes. A painting instructor was hired for the new Painting vocation. An Automotive-Auto Body Aide position was created within those departments. The staff structure of the Child Development Center was changed with the creation of one overall Supervisor and three Assistant Supervisor-Teacher positions, eliminating the two Supervisor positions.

PROCESSING INFORMATION

1. Employee's Name: _____
2. Employee's Address: _____
3. Home Phone Number: _____
4. Notify in Case of Emergency: _____
5. Relationship of Person to Notify: _____
6. Address of Person to Notify: _____
7. Phone Number of Person to Notify: _____
8. Date of Birth: _____
9. Social Security Number: _____
10. Date of Hire: _____
11. Position Title: _____



**UNITED TRIBES EMPLOYMENT TRAINING CENTER
TIME AND ATTENDANCE REPORTS**

Employee's Name _____ Department _____

Pay Period Number _____ Beginning _____ Ending _____

PAY HOURS

Type of HOURS	S	M	T	W	T	F	S	S	M	T	W	T	F	S	TOTAL
REG.															
OVERTIME															
SICK LEAVE															
ANNUAL LEAVE															

TOTAL _____

COMP EARNED															
COMP USED															

BALANCE _____

I do hereby certify that the above number of working hours are the true number of hours that I worked during this pay period.

PERSONNEL TECHNICIAN

EMPLOYEE'S SIGNATURE

SUPERVISOR

DEPARTMENT MANAGER

* ATTACH ALL OVERTIME & LEAVE SLIPS *

**UNITED TRIBES EMPLOYMENT TRAINING CENTER
NOTIFICATION OF PERSONNEL ACTION/POSITION ACTION REQUEST**

DEPARTMENT: _____ DATE SUBMITTED: _____

POSITION NUMBER: _____ DATE REQUIRED: _____

TERM OF EMPLOYMENT: _____ **CODE NUMBER:** _____

CONTINUOUS, INDEFINITE

RECRUIT

TEMPORARY, NTE _____

ESTABLISH POSITION

TYPE OF EMPLOYMENT:

ABOLISH POSITION

FULL TIME (40 hours per week, 8 hours per day, _____ thru _____

PART TIME (_____ hours per week, _____ hours per day on _____

TITLE OF POSITION: _____

DESCRIPTION OF DUTIES (if different from standard position description)

QUALIFICATIONS REQUIRED (if different from standard qualifications requirements)

SUGGESTED SALARY _____

REPLACEMENT FOR _____

JUSTIFICATION: _____

REQUESTED BY: _____
(Date)

APPROVED BY: _____
(Date)

POSITION IS FUNDED _____

New Hires**March 1972**

Albert Houle	Public Relations Supervisor	March 1
Thelma Stiffarm	Personnel Supervisor	March 1
Richard Wilkinson	Dormitory Prefect	March 2
Shirley Iron Road	Placement Clerk	March 6
Linda Bennett	Junior Clerk	March 6
Barbara Benish	ABE Instructor	March 6
Robert Cartwright	Senior Vocational Instructor	March 6
Angela Blue	Job Development Technician	March 13
Leona Patnaude	Job Developer	March 13
Raymond Azure	Junior Accountant	March 15
James Thomas	Accountant	March 20
Charles Carrington	Maintenance Man	March 20
Pat Giroux	Safety Officer	March 20
Nelrene Perkins	Personnel-Public Relations Technician	March 27

April 1972

Renee Aarness	Machine Operator	April 3
Clarine Ross	Day Care Aide	April 5
Emery Silk	Bus Driver	April 6
Warren Koch	Bus Driver	April 7
Richard Bad Moccasin	Job Development Supervisor	April 10
Dennis Hill	Welding Instructor	April 10
Velma Otter Robe	Day Care Aide	April 17
Donald Stewart	Auto Body Instructor	April 18
Donna Holy Bear	Dormitory Prefect	April 21
Dallas Dogskin	Bus Driver	April 21
Joyce Renville	Security Guard	April 21
Herbert Gienger	Carpenter	April 24
Joseph Reisenauer	Carpenter	April 24
Jane Thoemke	Business Clerical Instructor	April 24
John Sizemore	Laborer	April 24
Joan Sisson	Nurses Aide Instructor	April 24
Sanford White Tail	Carpenter	April 24
Raymond Jerome	Automotive Instructor	April 25
Harry Holz	Police Science Instructor	April 25

May 1972

Esther Sailer	Finance Clerk	May 1
Pete Red Tomahawk	Maintenance Man	May 3
Silas Howling Wolf	Courier	May 3
Norbert Winans	Supply Assistant	May 3
Woodrow Star	Security Guard	May 3
Irene Bradford	Day Care Aide	May 11
JoAnn Enno	Day Care Aide	May 15
Wanda Cowan	Day Care Aide	May 15
Martin Miller	Maintenance Man	May 16
Terrance Trottier	Security Guard	May 17
Bonita Flygare	ABE Instructor	May 18
Ryan Roberson	Laborer	May 19
Edward Moore	Welding Instructor	May 23
Gerald Harrison	Grounds Maintenance Man	May 24
Royce Hopkins	Grounds Maintenance Man	May 24
Wayne Perkins	Grounds Maintenance Man	May 24
Margaret Ramey	Typist	May 25
Emil La Rocque	Canteen Operator	May 30
Norman Swain	Maintenance Clerk	May 30
Debbie Patnaude	Orientation Records Technician	May 30

June 1972

Thomas Dogskin	Bus Driver	June 2
Steven De Coteau	Summer Enrichment Aide	June 5
Jerilyn De Coteau	Summer Enrichment Aide	June 5
Anne Kuyper	Summer Enrichment Supervisor	June 5
Patricia Stuen	Day Care Supervisor	June 5
Paul Reddog	Painter	June 6
Gerald Ear	Painter	June 6
Allen Blue Dog	Painter	June 6
Esther Stewart	Day Care Aide	June 6
Larry Weigum	Apprentice Carpenter	June 7

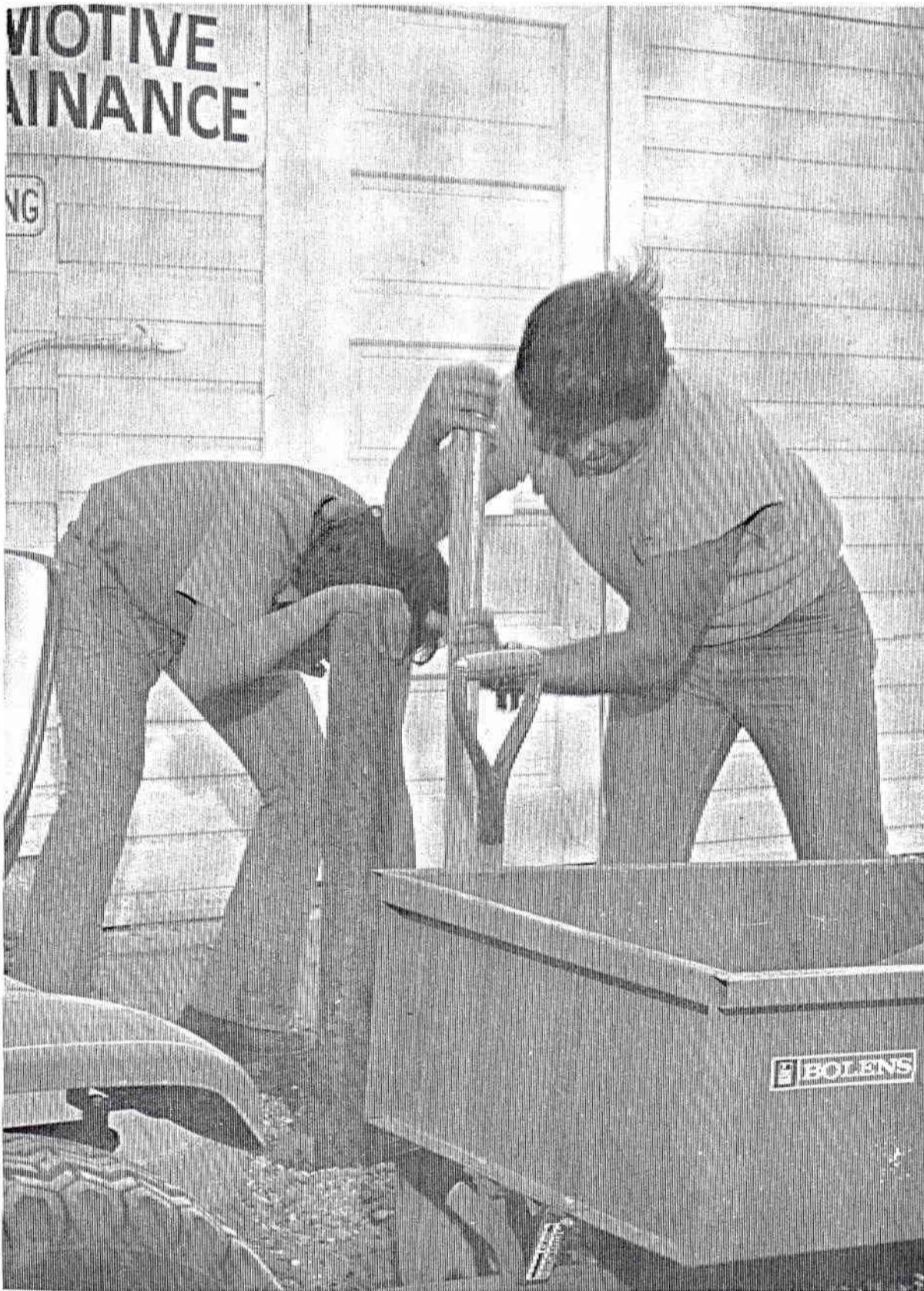
Art Knoell	Carpenter	June 7
Raymond Patneau	Automotive Instructor	June 8
Thomas Marshall	Dormitory Prefect	June 8
Claudia De Coteau	Dishwasher	June 12
Dennis Tissychy	Grounds Maintenance Man	June 12
Glenna Mueller	ABE Instructor	June 12
Minerva Stretches	Dishwasher	June 13
James Shell Track	Bus Driver	June 16
Charles Kihega	Social Services Counselor	June 19
Jesse Coffey	Social Services Counselor	June 19
Phyllis Johnson	Switchboard Operator	June 19
Susan Snyder	Pre-School I Teacher	June 19
Edith Kihega	Social Services Clerk	June 20
Dennis Means	Grounds Maintenance Man	June 21
Clayton Miller	Security Guard	June 26
June Seaman	ABE Instructor	June 29

HEAVY Equipment Program New Hires

June 1972

Martin High Bear	Instructor	Cheyenne River, South Dakota	June 12
Richard Henson	Counselor	Fort Berthold, North Dakota	June 12
Clayton Adams	Counselor	Sisseton, South Dakota	June 12
Bernard Chase	Instructor	Fort Berthold, North Dakota	June 12
Gerald German	Instructor	Sisseton, South Dakota	June 12
Melvin Robertson	Instructor	Sisseton, South Dakota	June 12
Georgia Smith	Clerk	Cheyenne River, South Dakota	June 12
Louis Walters	Instructor	Cheyenne River, South Dakota	June 12
Manson Garreaux	Counselor	Cheyenne River, South Dakota	June 12
John Boney	Clerk	Fort Berthold, North Dakota	June 14
Warren Chase	Instructor	Fort Berthold, North Dakota	June 19
Colleen Renville	Clerk	Sisseton, South Dakota	June 21





Support Services

The Support Services Department is responsible for the supportive services necessary for the Center's continued operation. The services provided by this department are the following:

- Buildings and grounds maintenance
- Automobile maintenance and transportation
- Finance and accounting
- Safety
- Food services

BUILDINGS and GROUND MAINTENANCE

The Buildings and Grounds Maintenance Department this past year completed 1914 maintenance requests for repairs to Center facilities, initiated by staff. In addition to maintenance requests, the department carries on routine and preventive maintenance on buildings and grounds as necessary, to help keep the UTETC physical facility attractive and in good operating condition.

Aside from routine maintenance, the Maintenance Department undertook the renovation of Center facilities. This included the complete remodeling of Building No. 71 to a general assembly area. Work within this area consisted of plumbing for 2 restrooms, paneling walls, lowering the ceiling, new lighting, and tiling the floor.

In Building No. 33 the basement was converted to an arts and crafts area for student use. The Maintenance Department assisted with new lighting, plumbing, and the construction of counters, tables, and storage cabinets for tools and supplies.

A new sewer line and manhole were installed in the housing area by Buildings No. 150 and No. 149 this year, by the Maintenance Department.

Administrative offices were moved from Building No. 32 to Building No. 9, and renovation in this area was accomplished by the Maintenance Department, to allow additional room for added personnel.

Another area being renovated is the swimming pool, which is having ceramic tile installed on the deck and dressing room floor. The interior of the gym is being painted. New floor covering and ceramic tile are being installed in the men's restroom and the shower area of Building No. 33. The basement of Building No. 31 has been remodeled to expand the Personal Development area, with 3 additional classrooms and 2 offices.

AUTOMOBILE MAINTENANCE AND TRANSPORTATION

The Automobile Maintenance and Transportation Department is responsible for maintaining all motorized vehicles in operating order and for providing an hourly bus schedule for transportation to the city of Bismarck.

During the year, transportation was provided to 51,327 students; 153,809 miles were logged on Center vehicles.

In addition to regular scheduled transportation, school age children who live at UTETC were transported to 4 public schools within the Bismarck area during the entire school year.

The maintenance on motorized equipment consists of all phases of repair from minor tune-up to a major overhaul. This department is also responsible for maintaining the tractor and mower used for grounds maintenance, and all vehicles used in transportation of personnel.

The hourly transportation schedule begins at 7 a.m. and runs to 12 p.m., 5 days a week. On week-ends it runs from 1 p.m. to 12 p.m. Within Bismarck, the bus makes regular stops at the shopping center, bus depot, medical clinic, hospitals, and off-center student housing. On Center, there is a bus stop adjoining the Security Office which is available for the students to wait for Center transportation to town.

PURCHASING, PROPERTY AND SUPPLY

This department is responsible for purchasing, stocking, and taking inventory of all supplies, materials, and equipment necessary for the operation of UTETC.

During the past year 1782 purchase orders were placed by the procurement personnel for materials used on Center.

Major single procurement made this year was the purchase of ten (10) new vehicles for the Center Transportation Department and Security Department.

Accountable property added to inventory control this year consisted of 400 additional line items. A comparison of the purchasing activity between the first quarter and the second quarter of this year is presented below.

January	February	March	April	May	June
Net Change					
Purchase Orders Placed	262	392		130	
Petty Procurements	221	246		25	
TOTAL	483	638		155	

FOOD SERVICES:

The Food Service area has undergone some changes in appearance; the interior has been newly painted and new drapery installed on the windows.

The cafeteria has been quite busy this year, as it prepared and served 118,195 meals which is approximately 330 meals per day.

Special activities conducted by the cafeteria personnel were monthly student graduation dinners and special barbecue for United Tribes Days.

SAFETY:

With the establishment of the new William Steiger Occupational Health and Safety Act by Congress, it became necessary to have an individual responsible to monitor the daily activities of UTETC's staff and students to see that the provisions of this act are met.

It is the plan of this department to make periodic checks of vocational shops and other areas to insure that proper safety devices are being used and that personnel become familiar with them. Many areas of concern have been brought to the attention of management by this department. During this year, three (3) of the Center's personnel attended a special training course in regard to the William Steiger Occupational Health and Safety Act, and other important safety information, conducted by BIA Safety Officials.

STUDENT WORK PROGRAM:

The student work program has been responsible for the custodial service for the Center this year. Students are employed after school hours to clean Center buildings and offices at an hourly rate, and under the supervision of a member of the Maintenance staff. During the second quarter of this year, the students had worked 1283 man

hours, for a total of 3106 man hours during the year.

FIANANCE AND ACCOUNTING:

The Finance Department is responsible for the maintaining of financial accounting records, budget, student subsistence, placement funds, staff payrolls, and payment of vendors' invoices. The Finance Department is also responsible for the control of funds from BIA, IHS, and DOL which provides the capital necessary for UTETC operation.

During this year's operation, the Finance Department processed 9600 requests for payment to students, staff, and vendors.

REPRODUCTION:

The Reproduction room was moved from Room 109 to the former Support Services Area (Room 102) to make room for the new library. Also located in Room 102 is the Clerical Pool: two Business Clerical students who do typing for the Education Department.

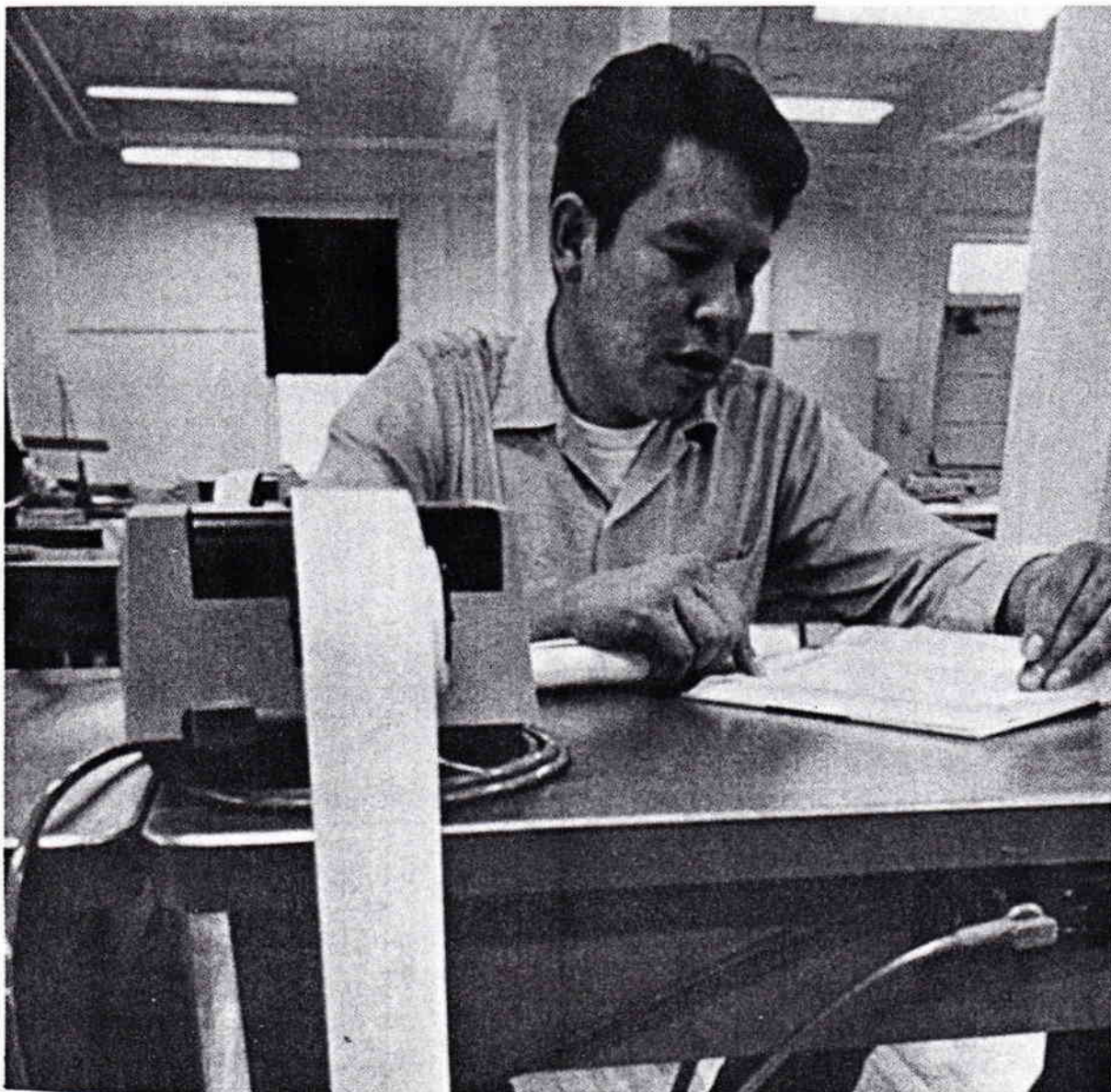
A Xerox 7000 machine was installed because of

its efficiency and time-saving design. Before this machine was rented, copies had to be made using the Mimeograph, Ditto, or 3M Copier, all of which used up much valuable time. In addition to being more efficient, the 7000 requires very little service.

Sorters have been added to the 7000 machine. This feature saves time that would be taken up in hand-sorting booklets, handouts, etc. The sorter collects up to 30 booklets in sequence. 99,871 copies have been run off on the 7000 since its installation.

A Xerox 660 Copier was removed and replaced by a Xerox 914 Copier. The 660 required extensive repair work, in addition to producing very poor copies. The 914 is cheaper and produces very good copies. The 914 is a slower machine than the 7000 and is used for 7 copies or less. Since installation, 40,700 copies have been run off. The 914 Copier requires very little service and is easily cleaned.

A record is being kept of the number of copies run off on both the 7000 and the 914. This is for Quarterly Report purposes. Enclosed is a copy of the form used for record-keeping.





STATES CURRENTLY BEING SERVED BY



United Tribes
employment training center



United Tribes
Employment Training Center

RT. 1, BOX 166 - BISMARCK, N.D. 58501