

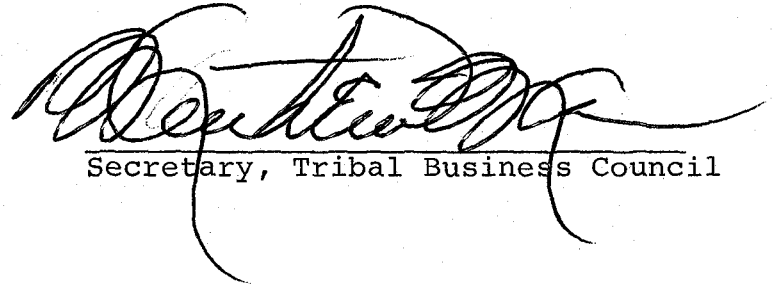
RESOLUTION OF THE GOVERNING BOARD  
OF THE THREE AFFILIATED TRIBES OF THE  
FORT BERTHOLD RESERVATION

- WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and under the authority of said Act; and
- WHEREAS, The Constitution and By-Laws of the Three Affiliated Tribes authorizes and empowers the Tribal Business Council to engage in activities for the welfare and benefits of the Tribes and tribal members; and
- WHEREAS, The Three Affiliated Tribes recognizes that concept for this reservation-based training program takes its origin from the cooperative effort between business and government developed by the Governor's Employment and Training Forum.
- WHEREAS, The Three Affiliated Tribes is eligible to participate in the North Dakota Governor's Coordination and Special Services Plan for the program period October 1, 1983 to June 30, 1985 under the Job Training Partnership Act; and
- WHEREAS, The Act's structure emphasizes the importance of partnership and coordination between the private and public sectors, Federal, State and Tribal Government; and
- WHEREAS, The Governor and the Governor's Employment and Training Forum have an interest in seeing that those who are at a disadvantage in the labor market are prepared for and placed in jobs that will provide them economic independence; and
- WHEREAS, The Three Affiliated Tribes has a catastrophic unemployment rate of 43%, this is because of little or no private sector job opportunities available on the reservation; and
- WHEREAS, The primary objective of the Three Affiliated Tribes' proposed training program is to provide selected displaced workers and other unskilled or undertrained unemployed persons with applicable basic micro-computer and word processor operator skills and then to place those trainees into private sector employment with OJT supervision.
- THEREFORE BE IT RESOLVED, that the Tribal Business Council of the Three Affiliated Tribes, who are involved with the Governor's Employment and Training Forum in this effort to improve the economic well-being of all our State's economically disadvantaged citizens are proud to recommend this proposed training program to the Governor of North Dakota.

C E R T I F I C A T I O N

I, the Undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Indian Reservation, hereby certify that the Tribal Business Council is composed of 11 members of who 7 constitutes a quorum, 11 were present at a Special meeting, thereof duly called, noticed, convened, and held on the 1st Day of September 1983, that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 11 members, — members opposed, — members abstained, — members passed, and that said resolution has not been rescinded or amended in any way. Chairman (voting) (~~not voting~~).

Dated this 1st Day of September 1983.



Secretary, Tribal Business Council

ATTEST:



Chairman, Tribal Business Council

Modern Micro-Computer  
and  
Word Processor Application

Training Program Proposal

1 September 1983

Submitted By:

The Three Affiliated Tribes  
Of The  
Fort Berthold Reservation

To:

Governor Allen I. Olson  
State of North Dakota  
Governor's Employment and Training Forum

In Response To The:

Governor's Coordination and Special Services Plan  
Job Training Partnership Act (JTPA)

Developed By:

Public Sector:

- ° Department of Economic and Employment Development (DEED)
- ° Director of Tribal Planning
- ° Tribal Comptroller, Tribal Finance Department
- ° Administrator, Human Resources Department
- ° President, Fort Berthold Community College

Private Sector:

- ° Ted Renner, Technical Training Program Consultant
- ° Alfred Tamayo & Jack Rustan, ABF Computer Consultancy Systems

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PART I

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CONGRUENCE OF THE PROPOSED TRAINING PROGRAM WITH THE STATED "REGIONAL

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THE PERIOD FROM 1 OCTOBER 1983 TO SEPTEMBER 30, 1984.

The primary goal of this proposed training program is to provide displaced workers, handicapped and disadvantaged with applicable basic micro-computer and word process operator skills that will allow them to function in the complex ever changing small business world. This goal is sharply impacted by the rapid growth in the use of micro-computers in both the public and private sectors of the country, state and the state's various planning regions.

As a result of this growth, thousands of additional workers with computer orientation will be required so that the increasing capabilities of computers can be utilized effectively. The continued advancement of computer technology will alter the duties performed by many workers requiring updated skills.

The projected creation of 982,000 computer occupations on the national level, between 1978 and 1990 (Occupational Outlook Quarterly/ Summer 1981) and the increased employability of workers with computer training in many traditional occupations, is making this training an essential and applicable element of the proposed training program. The development of this training program would provide opportunities for individuals to become familiar with computers (on-hand-operations) and the specific selected software (application). Such a program would assist in filling the need for computer orientated workers in the private sector.

Training such as is proposed via this training program is critical to the incorporation of workers in the overall work force of the eighties, nineties and rapidly approaching 21st century. The Bureau of Statistics reports that employment of computer workers increased by 50% between 1970

and 1978 and is expected to increase by 85% between 1978 and 1990 (Occupational Outlook Quarterly/Summer 1981). Employment has grown and will continue to grow in this area partially because computer workers are needed in every industry. Examples include the manufacturing industry which had only a 5% increase in total employment between 1970 and 1978, but a 34% increase in computer and word process related employment. Computer employment in the services industry grew almost three times as fast as total employment and almost as fast as the wholesale and retail trade.

All computer occupations are expected to grow with the exception of the current declining key-punch operators. The largest gain is expected in the employment of computer and peripheral equipment operators. This group will grow by 457,000 individuals nationally, between 1978 and 1990. The actual number of openings in this field will be even greater due to death, retirements, other labor force separations and transfers. Annually, this field is expected to produce 46,200 openings between 1978 and 1990. All directly computer related fields combined are expected to yield an annual average of 105,400 openings in this time period.

(Occupational Outlook Quarterly/Summer 1981)

The Bureau of Labor Statistics also states that these employment projections coupled with the lagging development of computer related training programs, will result in shortages of workers in years ahead and an upward spiral of salaries for both entry level and experienced workers. The implications of these projections are that the development of this proposed training program will increase the participant's opportunities for securing and maintaining employment at premium salary

levels.

This specific national manpower demand was reiterated and excellently stated and reported on by The Bismarck Tribune on Friday, the 24th of June, 1983. Mr. Benjamin Loye, Deputy Staff Chief with the U.S. Department of Labor, addressing the two day "Governor's Conference on Education Training and Employment for New and Emerging Technologies", stated that the Reagan administration's Job Training Partnership Act (JTPA) with the involvement of private business was the best vehicle by which the new and emerging job growth manpower demands could be met. In a direct quote and as relative to this proposed training program, Mr. Loye stated: "Secretarial work will be one of the biggest growth areas and many workers, including secretaries, will have to have many new skills, including knowledge of computers."

Also as reported via The Bismarck Tribune on Saturday, the 25th of June, 1983, participants at the above referenced "Governor's Conference" formulated certain ideas relative to future training which would address the new emerging manpower demands. The implementation of the kind of training herein proposed is essential to local and state-wide economic development. North Dakota is experiencing opportunities for major economic growth in the areas of energy, agricultural processing and secondary support services. This growth can be inhibited by the lack of qualified workers at many levels, including the increasingly important computer fields. The national shortage of computer oriented workers discussed before may possibly be intensified in more rural states, lacking sufficient training programs. The establishing of the proposed program is therefore essential to the strengthening of local private



sector employment and is in congruence with many of the 28 program objectives delineated via the "General Planning Considerations" section of the "Regional Employment and Training Committee's Job Training Plan Guidelines" for the period from October 1, 1983 to September 30, 1984.

In addition to meeting the obvious above delineated manpower needs of the state, planning regions, counties and local communities in a rural setting; this proposal will have the added advantage of extending these job opportunities to North Dakota's native Americans located within the jurisdiction of the Three Affiliated Tribes. The training herein proposed should help mitigate the extremely harmful effects of unreasonable and intolerable unemployment of this target group, much of which can be directly identified as being caused by inappropriate training which is unresponsive to today's higher technical training demands.

PART II

DELINEATION OF THE PROPOSED TRAINING PROGRAM'S OBJECTIVE, TRAINING

PROCEDURE, TIME FRAME, EXPECTED OUTCOME AND BUDGET.

The proposed training program's basic objective is to provide selected displaced workers and other unskilled or undertrained unemployed persons with applicable basic micro-computer and word process operator skills and then to place those trainees into private sector employment with OJT supervision. Consequently, it is important to note that the above objective is totally congruent to the "Purpose and Intent of JTPA" as delineated via the "Regional Employment and Training Committee's Job Training Plan Guidelines".

In order to accomplish either of the above stated objectives, it is proposed that a "Micro-Computer and Word Processor Application" Training Program Input Committee be set up immediately upon the approval of the proposed training program.

The proposed training program can be broken down into four components:

- a) The trainee selection component.
- b) 12 week classroom training component.
- c) 2 week preemployment training component.
- d) 10 week OJT supervision component.

As previously stated, as soon as the proposed training program is approved, a Program Input Committee is to be formed. The committee selection is to be made by the proposers of this training program, a representative from the Three Affiliated Tribes, a representative from the "Governor's Native Employment and Training Forum", a representative from DINAP and a representative from North Dakota Job Service. These persons are to serve on the Program Input Committee in addition to four

private sector employers each representative of businesses that are located in each planning region affected by the Three Affiliated Tribes and who are most likely to benefit and be able to utilize the program's trained output personnel. It will be the responsibility of the Program Input Committee to preview trainee recommendations and make recommendations to the Three Affiliated Tribes and the North Dakota Job Service relative to the input of selected trainees. In addition it will be the responsibility of the Program Input Committee to review in great detail the training program curriculum and to monitor on an on-going basis the progress of the proposed training relative to its training objectives as well as to its training time frame.

It is proposed that the Program Input Committee begin its work as soon as it is formed; which would take place immediately upon program approval, and should complete its curriculum review and trainee input selections review and recommendations by 1 October 1983.

The classroom training component is scheduled to begin 1 October 1983 and should be completed no later than the 15th of January 1984. The classroom training is to follow the curriculum outline hereto attached as Part IV which is designed to provide all trainees with common and basic principles of micro-computer and word processor utilization as applicable to a wide range of private and public businesses.

The second half of January 1984 will be devoted to the 2 week preemployment component. The classroom portion of this component is to be conducted in accordance to the "Preemployment Instructional Unit" course description herein attached as Part IV of this proposed training program.

The classroom portion of the preemployment component will be conducted by the Program OJT coordinator in close coordination and cooperation with North Dakota Job Service personnel so that the goal of 100% OJT placement within the private sector will be realized. This activity should be greatly enhanced since the private sector Program Input Committee representatives will have been involved in the proposed training activities and with the potential of the program's trainees from the very onset and consequently are fully aware of the program's output capabilities which should enhance chances for OJT placement.

The 10 week OJT supervision training component is scheduled to begin the first week in February 1984 and is to continue until approximately the first week in April 1984, for a total of six months of training.

During the OJT supervision component the OJT supervisor will develop individual work training profiles for each trainee with each OJT trainee employer. These work training profiles will differ from business to business but provide each trainee the opportunity to apply the basic learned micro-computer and word processor skills however is best suited and to the degree required by each different employer.

The OJT supervision instruments which will be used to monitor and evaluate each trainee's progress relative to each trainee's work training profile, are herein attached as Part IV of this proposed training program.

The training program capacity herein proposed is designed to accommodate 10 trainees. In order to achieve the training objectives within the herein stated time frame the following budget is proposed:

Program Director/ and Contract Agent and Classroom Trainer Compensation	\$6,000.00
Program OJT Coordinator Compensation	6,000.00
Technical Program Consultant Fees	4,000.00

Basic Classroom Training Equipment:

Apple IIE 64K memory (5)	
Epson printer (2)	
Applicable software	12,000.00
Individual Trainee Classroom Training Packets	6,000.00
Classroom Instructional Supplies	2,000.00
Training Program Facility Rental	1,800.00
Office Supplies, Telephone, Postage and etc.	1,200.00
Program Associated Travel (Director and OJT Supervisor)	1,000.00
(X <sub>1</sub> ) Stipend	10,000.00
Total Proposed Program Training Costs:	<u>\$ 50,000.00</u>

Although the herein proposed training is for a 6 month period and provides for the training, OJT and ultimate employment of 10 trainees whose basic micro-computer and word processor skills can be applied to a wide range of private and public businesses, it should further herein be noted because of the proposed staffing that should it become obvious that the manpower demand exceeds to a great degree the proposed training program's trainee output, as soon as one classroom phase is completed another 10 person trainee class could be started utilizing the same training procedure and format herein suggested.

It should further be noted that it is the intent of the Three Affiliated Tribes to continue the herein proposed training utilizing its own JTPA training resources and its own training and program director staff.

In order to accomplish this objective it is proposed that of the initial 10 selected trainees; 2 trainees, who have instructional training and OJT supervision skills and/or potentials for such skill development,

be utilized by the Three Affiliated Tribes in the same capacity and under the same conditions as set forth for any other private sector and/or public employer.

It is further recognized that at the second program offering the 2 selected trainees would become fully employed training employees but would still require a great deal of technical instructional assistance in order to assure that the program training and placement objectives are met. However, as the herein proposed training program becomes more familiar to the proposal sponsors, the trainers and its director, less and less outside technical training assistance will need to be provided.

In the final analysis it is the Three Affiliated Tribes objective to have in place a structured program of training, training supervision and placement whose completing trainees will have "Modern Micro-Computer and Word Processor Application" skills and consequently are able to meet the needs of the private and/or public sector employers within the four planning regions associated with the geographic jurisdiction of the Three Affiliated Tribes. In addition to this primary objective there is also the secondary objective that ultimately most program costs be met with the Three Affiliated Tribes own JTPA resources.

Meeting these two objectives is the most effective way of addressing and mitigating the present tremendous unemployment of its target group. However, before these objectives can be met several items must be addressed.

First, the training herein proposed relies on experienced program designers and implementers and that delivery resource must be contracted for as is proposed within this proposal.

Second, as delineated above trainees with potential or developed related skills must be sought out and cautiously assigned the training and

OJT supervision tasks.

Third, the proposal herein presented is to be considered a very important component of the Three Affiliated Tribes own JTPA plan; however, funds relative to that plan are presently not available and even if they were, because of the statewide implication and potential benefit of this initial training demonstration for all of the planning regions of the state, it is felt that this initial proposal should be considered for funding at the state level utilizing Title III - JTPA - Program funds.

However, as the program is repeated as delineated above and as the outside technical instructional resource demand decreases, the Three Affiliated Tribes commitment will increase until the two objectives delineated above have been met.

Consequently, should the herein proposed training program be in demand in other areas of the state and or desired, because of need, within other "Regional Employment and Training Committee" regions, the training herein proposed via the curriculum could easily be extrapolated from the herein proposed training program and utilized by other areas of the state in its entirety. This would eliminate the need for duplicating the research, planning and design herein required in order to present this proposed program of training.