

2016

# Tribal and State Relations Committee Report

State Capitol, Bismarck ND August 2, 2016



Presented by Laurel Vermillion, PhD  
*President, Sitting Bull College*



**2016**

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## Annual Report/Fulfills April-June 2016 Quarterly Report

**Name of Grant:** North Dakota Tribal College State Grant

**Funding Entity:** ND Department of Commerce

**Director:** Sharon Marcotte

**Grant Period:** 9/1/15 through 4/30/17

**Budget:** \$959,462.00 for two years

**Purpose of Grant:** SBC will develop and seek accreditation for two new certificate programs (beginning and advanced) in heavy equipment operation.

**Goals:** To provide training for three groups of 8 students for a total of 24 students in heavy equipment operation:

1. The Project Director will develop the curriculum for beginning and advanced heavy equipment operation and seek approval by the SBC Curriculum Committee with final approval from SBC's Board of Trustees. *Completed*
2. The Project Director will complete the approval process for offering the heavy equipment operation certificate programs by the Higher Learning Commission of the North Central Association of Colleges and Schools. *Completed: Approved March 2106*
3. The Project Director will complete recruitment for the beginning heavy equipment operation. *Began January 2016. In progress.*
4. Training will begin in the spring 2016 and summer 2016 (January through July, 2016) for 8 students in heavy equipment beginning and advanced heavy equipment operation. A second training for 8 students in will be scheduled for the fall 2016 (August through December), and third training for the spring 2017 (January through April, 2017) for a total of 24 students enrolling in the two programs in three semesters.
5. Support services will be provided for the 24 students including career guidance, transportation to job fairs, and job placement.
6. Eighty percent of the 24, or 20 students will complete the training sessions receiving certificates.
7. Eighty percent of the 20 completers, or 16 students will be placed in viable employment.

### Activities in the past quarters that have been accomplished to meet your Goals & Objectives:

- Feasibility Study for Heavy Equipment Operation was approved December 13, 2015 by the SBC Curriculum Committee. The Curriculum Committee's function is to recommend academic and instructional policy to the Board of Trustees.
- Curriculum has been developed and outlined for Heavy Equipment Operations (below).
  - Syllabi were written for the HEO courses and the OSHA AND HAZWOPER courses. The rest of the courses were existing SBC courses. These syllabi were sent to Curriculum Committee for review.

- The OSHA and HAZWOPER courses will be contracted to another agency. These courses will be included in HEO Certificate II (advanced).
- Curriculum committee met January 15, 2016
- Board of Trustees Approval of HEO Certificate Programs January 7, 2016
- Curriculum and syllabi have been approved and the Certificate programs were sent by the SBC's Academic Liaison Officer to Higher Learning Commission (only II) and Higher Education Title IV (both I and II) for approval.
  - Certificate I does not need approval of HLC as less than 50% of credits earned are new courses.
- Project Director communicated with Associated Training Services (ATS) to assure correct equipment will be purchased and that they were updated as to when their services will be contracted.
  - ATS sent specs for equipment needed. The four pieces of equipment include:
    - Backhoe
    - Loader
    - Skid steer
    - Dump truck
- Equipment was approved by BOT and the backhoe/loader, skid steer and dump truck were purchased in March.
- Certificate I began as a Special Semester that overlapped Spring/Summer semesters.
  - This special semester (see certificate description below) needed Title IV approval.
    - HEO 101 operated for 3 weeks (8 hour days)
    - CDL began after HEO for 3 weeks
    - SOC 099 course was for 16 weeks.
    - CPR was held on a Saturday
  - Nine student attended the first HEO Training session in April, 2016. ATS set a maximum of 8 students for equipment training. ATS did except the ninth student.
  - Not all students enrolled in the additional certificate courses beyond HEO (see table below).

**Detailed Report of Annual Expenditures: Budget—also see Ledger**

The total grant funds approved was \$959,462.

Program cost to date have been used for:

Program recruitment: 1,764.68

Post cards & mailing, posters and flyers.

Program Supplies: 5,514.33

Program Approval from the Higher Learning Commission 875.00

Maintenance of equipment: grease guns, grease, Dump truck maintenance and inspection. Skid Steer antifreeze and fuel for dump truck. Drain spades to clean equipment tracks. 3525.33

License and insurance for dump truck. 911.50

Cleaning and maintenance of equipment: 202.50

Training Consultants: 21,600.00

ATS NCCER certified trainers for Heavy Equipment Training Certificate I  
Salaries and Fringe: 25% of Dean of Academics Salary for Grant Project Director activities:

Grant reports, Curriculum development, equipment purchase and recruitment direction.  
 Salary 4485.00  
 Fringe 917.21 (includes 29.74 for contract employee to power wash equipment).

Equipment Costs

Backhoe 57,150.00  
 Skid Steer 53,000.00  
 Dump Truck 50,000.00

Total Equipment Costs to date: 160,950.00

This equipment was used in the Heavy Equipment Operation Training I program offered in the Spring/Summer semester 2106 and will be further utilized this Fall Semester 2016 for a repeat of HEO Certificate I.

Indirect Costs: 4602.53

20.8% Program costs + salary/fringe

Total spent to date: \$ 212,309.38

**The number of students assisted by grant (see table below).**

**The graduation rate of students assisted by the grant and the graduation rate for all students at Sitting Bull College. (see table below).**

**Table: Heavy Equipment Operation Training Certificate I 18 Credits**

<i>Total Students Enrolled</i>	9				
	<i>Course Pass rate:</i>		<i>Completed prev. sem.</i>		<i>Drop/fail</i>
<i>HEO Training 8 cr.</i>	8/9	90%*	0		1
<i>CPR 2 Cr.</i>	2/4	50%	5		1
<i>CDL Permit 6 cr.</i>	CDL 100 4/5 80%	CDL 105 5/6 83%	CDL 100 2	CDL 105 ** 1	1 (3 of 9 students in HEO did not enroll)
<i>Job Skills 2 cr.</i>	4/7	57%	2		4
<i>Grad Rate of Cert. I</i>	8 HEO—5 cert. I 62%		1 student had 4 of the course completed previous semesters.		
<i>Grad. Rate of SBC</i>	10%				

\*All student that passed HEO I are NCCER Certified Equipment Operators.

\*\*None of the students have received their permit, as they are only good for 6 months and will take a refresher course as part of HEO II.

**Description of new training leading to certificate which was developed by the college with funds provided by the grant and types of jobs for which the training program is designed. Certificate Programs**

**Certificate Program**

***CERTIFICATE Heavy Equipment Operation I***  
**Certificate REQUIREMENTS**

CDL 100 CDL Permit..... 4 cr.

This course is designed to assist students with the skills necessary to pass the North Dakota or South Dakota State Commercial Driver’s License permit test.

**CDL 105 Novice CDL Training ..... 2 cr.**

This course is designed to gain a working knowledge of a tractor and trailer. Included in this course is basic driving skill training in a controlled environment with highway training to follow. Students must obtain their CDL Permit in order to participate in the driving portion of the class.

**HPER 210 First Aid/CPR/AED..... 2 cr.**

Instruction and laboratory practice in first aid procedures, including cardiopulmonary resuscitation (CPR), automatic external defibrillator (AED), healthy lifestyles and prevention. Successful completion leads to a nationally recognized certification in CPR for adult, child, and infant; AED for adult and child; and First Aid for emergencies.

**SOC 099 Job Skills..... 2 cr.**

This course is designed to assist students with developing the skills necessary to be successful in employment. The course will include self-assessment, exploration of career options, resumes, interviewing and job seeking skills.

**HEO 101 Heavy Equipment Training Program I..... 8 cr.**

Introduction, Equipment Safety, soils, grades and Backhoe/loader/skid steer/dump trucks. ATS trainers\*. This Course: Heavy Equipment Operation Certificate I has a comprehensive classroom instruction (40 hours), as well as field time on the equipment (80 hours). The instruction is for three weeks and taught in 7 modules. These models include: 1). Orientation to the Trade; 2).Heavy Equipment Safety; 3). Identification of Heavy Equipment; 4). Basic Operation Techniques, skid steer, loader, and back hoe; 5). Utility Tractor Operation; 6). Introduction to Earthmoving; and 7). Grades (preparing graded surfaces using *heavy equipment*). *In order to gauge the learned skills for each student, written tests will be utilized as well as field tasks for each module and/or machine. This will allow for documented standardized performance feedback as well as provide the candidates with National Center for Construction Education and Research (NCCER) certification.*

**TOTAL CERTIFICATE REQUIREMENTS..... 18 CREDITS**

***CERTIFICATE Heavy Equipment Operation II***

**Certificate REQUIREMENTS:**

**CDL 106 CDL Refresher Course ..... 1 cr.**

This course is designed to give students a review of the skills necessary to pass the North Dakota/South Dakota State Commercial Driver’s License permit test.

**CDL 107 Advanced CDL Training ..... 3 cr.**

This course prepares students for advanced driving skills needed to obtain their commercial driver’s license. Students must possess a current CDL permit in order to attend this class.

**CDL 109 Driver Endorsements ..... 3 cr.**

This course covers an overview of the hazardous materials endorsement as well as additional driver endorsements. CDL Test will be the final exam for this course.

**HAZ 099 HAZWOPER Training ..... 1 cr.**

Training is for workers at sites containing known hazardous materials who may witness or discover a release that requires notification of the proper authorities. Curriculum meets initial off-site training requirements in accordance with 20 CFR 1910.120 for workers in proximity to hazardous substances, hazardous wastes, hazardous materials, or health hazards, including emergency response. Students will receive hands-on training in regulations, site characterization, hazard identification, safe work practices, site control, personal protective

equipment, monitoring, medical surveillance, decontamination, and emergency response.

OSHA 201 30 Hour Construction Course (ECCS) ..... 2 cr.

This course is a comprehensive safety program designed for anyone involved in construction industry. Specifically devised for safety directors, foreman, and field supervisors, the program provides complete information on OSHA compliance issues.

HEO 201 Heavy Equipment Training Program II..... 8 cr.

Blueprint, site loading and scrapers/excavators/bulldozers/motor grades.

ATS certified trainers\*. Heavy Equipment Operation Certificate II has a comprehensive classroom instruction (40 hours), as well as field time on the equipment (80 hours). The instruction is for three weeks and taught in 14 modules. These models include: 1). Introduction to Earthmoving; 2). Dump Trucks; 3). Rollers. 4). Scrapers; 5). Loaders; 6). Grades part 2; 7). Civil Blueprint Reading; 8). Bulldozers; 9). Backhoes; 10). Excavators; 11). Motor Graders; 12). Advanced Operational Techniques; 13). Finishing and Grading; and 14). Soils. In order to gauge the learned skills for each student, written tests will be utilized as well as field tasks for each module and/or machine.

This will allow for documented standardized performance feedback as well as provide the candidates with National Center for Construction Education and Research (NCCER) certification. Prerequisite: HEO 101 Heavy Equipment Operation Training

**TOTAL CERTIFICATE REQUIREMENTS..... 18 CREDITS**

- I. Student’s must follow SBC’s admissions requirements and may be required to complete a College Writing Preparation and College Math Preparation course(s) before enrolling in certificate courses.
- II. \* ATS is an Accredited Sponsor through the National Center for Construction Education & Research (NCCER). Students successfully completing NCCER training receive certification from NCCER.

**a. Job Outlook**

- a. Employment of construction equipment operators is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Spending on infrastructure is expected to increase, resulting in many new positions over the next ten years. Workers who can operate multiple types of equipment should have the best job opportunities.
- b. Jobs:
  - i. Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, bridges, buildings, and other structures.
  - ii. The median hourly wage for a **Heavy Equipment Operator** is **\$29**, as of February 22, 2016, with a range usually between **\$24-\$34**. United State Department of Labor suggests a 2014 statistic at 20.62 per hour.
  - iii. Tribal Employment Rights Office (TERO)
    - 1. Tribes can apply tribal preference on all their own businesses and construction projects. Tribal preference is also allowed on tribal P.L. 93-638 contracts.
    - 2. Native students trained in HEO will be able to apply for constructions projects.
  - iv. Standing Rock Tribal Roads Department

1. The tribal roads department has periodic openings for HEO operators. Trained students who live on the reservation will make these positions easier to fill.
- v. Standing Rock's Department of Land Management
  1. An employee was in the HEO training program.

**Placement Rate of graduates of Sitting Bull College assisted by the grant in relation to the placement rate of all graduates of SBC:** This report has zero placements for the certificate I program. After receiving a call from ND Department of Commerce, I did a transcript analysis. Nine students enrolled in the Heavy Equipment (HEO 101) course; of the nine, eight completed and passed HEO 101 in which all eight that passed received NCCER Certification. This course ran for three weeks in April and the students were schedule for five days week 8 hour days. Sitting Bull College had three other classes added to complete SBC Certificate: two CDL permit classes (HEO Cert. II will have student getting CDL licensure), CPR and Job Skills. Of these nine students 4 were enrolled in the full certificate program in which 3 of the 4 full passed. One student failed all other courses. The other five had fulfilled some of the requirements in previous semesters (see table above). Five students completed the full certificate program. One student failed HEO 101 and did not enroll in the other classes, this student's works for Standing Rock South Dakota Roads Department and felt he already knew everything, he also has most of the course work complete for SBC's electrical program. One student who passed the full certificate program works for Standing Rock Department of Land Management and another works part-time for in Maintenance for Sitting Bull College. This program will enhance their skills and hopefully advance their careers. Two students have not committed to any future plans. SBC plan is to run Certificate I again in fall 2016 semester and Certificate II in spring 2017 semester. While Certificate I is in session, It will be important to have the Heavy Equipment on site for Certificate II so students will see what they will learn in the next phase. This will hopefully motivate them to continue. SBC's Career Navigator is continues to look for job opportunities for these students.

**The rate of students assisted by the grant who pursue further education opportunities after graduation:** Of the nine students that attended the HEO training (8 credits), eight students passed HEO 101. One is going to enroll in the carpentry program and another into Human Services. Four have verbally committed to take Heavy Equipment Certificate Program II in the spring. Two of these students work in related fields one at SBC Maintenance and Standing Rock Department of Land Management.

**The number of jobs or businesses created as a result of funds provided by the grant:** The certificate program is in its infancy at this report. The goal is to run two heavy certificate I programs. One was completed this summer and the second will be running this fall semester, in this way we will increase the candidate pool for recruitment into certificate II. Currently of the 8 students that passed Heavy Equipment Operation I (HEO 101), there are only four that are actively pursuing continuing into HEO Certificate II.

**Upcoming activities that will be accomplished to meet goals & objectives:**

- Recruitment for Fall HEO Certificate I.
  - Printed posters and flyers to post in reservation districts.
  - Representative from the college attending district meetings.
  - Recruit students that have currently enrolled in the CDL program.

- Collect bids and gain approval from BOT for purchase of a Wheel Loader for Certificate I. (ATS recommended a forth piece of equipment to better utilize training time).
- Collecting 3 bids for purchase of HEO II equipment.
  - Excavator
  - Dozer
  - Scraper
  - Motor grader
- Develop new contract for Associated Training Services for HEO I.
- Set dates for HEO Certificate II in spring 2017.

**Fit with the SBC Strategic Plan:**

Curriculum Goal # 1: To strengthen and determine the need for current academic programs through 2025.

**2015-16 Application for ND Tribal College Reimbursement  
For Summer 2015, Fall 2015 and Spring 2016  
APPENDIX 1: Enrollment Summary and Certifications**

Name of Institution:

**Sitting Bull College**

	Census Date	Total Resident Non-Beneficiary Student Credit Hours (degree credits only) (From Attachment 1)	Full Time Equivalent Students (FTE = Semester Credits ÷ 24)
Summer 2015 (End of term)		0	0.0
Fall 2015 (End of sixth calendar week)		58	2.4
Spring 2016 (End of sixth calendar week)		34	1.4
	<b>TOTALS</b>	<b>92</b>	<b>3.8</b>

**Certification**

*I certify that residency documentation is on file for every North Dakota resident non-beneficiary student on Attachment 1 and that each reported student was actively enrolled at the end of the sixth calendar week (or end of term, if summer). I certify this application for reimbursement does not include any students who are federal beneficiary students, based on the definitions referenced on Attachment 1.*

Dr. Koreen Ressler, Vice President of Operations  
Registrar/Chief Student Records Officer  
*Printed Name & Title*

Dr. Laurel Vermillion, President  
President  
*Printed Name & Title*



**2015-16 Application for ND Tribal College Reimbursement For Summer 2015, Fall 2015 and Spring 2016 Attachment 2: Expenditure and Audit Report**

Name of Institution:

**Sitting Bull College**

**PART 1 Audit Report:**

Attach a copy of your institution's most recent audited financial statements (required).

**PART 2 Expenditures Report:**

Please provide expenditure information based upon your institution's award received under the Tribal College Assistance Grant Program. Expenditures should only reflect funding received in spring 2015 for the 2014-15 academic year. An explanation of any unspent funds must be provided in Part 3 Narrative below.

Unspent balance from previous year(s):

\$ -

Award Received for Academic Year 2014-15 (grant funds received spring 2015):

\$ 13,281.49

Total Funds Available

\$ 13,281.49

*(Required)* Expenditures and Budget for the period July 1, 2014, through June 30, 2015:

Salaries and Wages

\$ 13,281.49

*FTE positions funded-REQUIRED if salaries and wages listed above*

.25

Operating Expenses, including indirect costs

Equipment

Capital Expenditures

Other (describe below)

Total Expenditures

\$ 13,281.49

Unspent Balance:

\$0.00

Describe expenditures categorized as "Other":

**PART 3 (Required) Narrative:**

Provide a brief description of the use of the funds received under this program in the fiscal year (July 1, 2014-June 30, 2015) including new or enhanced programs or services provided.

Funds are used to assist with salaries to support student services staff. This includes library and financial aid staff.

Questions? Call 701.224.2541 or email ndfinaid@ndus.edu

**2015-16 Application for ND Tribal College Reimbursement  
For Summer 2015, Fall 2015 and Spring 2016  
Attachment 3: Institutional Graduation Data and Funding Ratio Report**

Name of Institution:

Sitting Bull College

**PART 1: Initial Cohort**

Number of non-beneficiary students who were enrolled in academic year 2012-2013 as reported on the 2013 application.

5

**PART 2: Graduates<sup>1</sup>**

Of the students from Part 1, how many students graduated from the institution prior to the Summer 2015 semester?

4

**PART 3: Additional Information: Transfer and Continuing Students**

Of the students from Part 1 who are not in Part 2, how many transferred to another institution of higher education prior to academic year 2014-2015?

0

Of the students from Part 1 who are not in Part 2 and have NOT transferred to another institution, how many have remained enrolled at your institution in academic year 2014-15?

0

**PART 4: Graduation Rate Calculation**

Graduation Rate = Graduates reported in Part 2 ÷ Initial Cohort reported in Part 1 × 100

80%

**PART 5: Funding Ratio Calculation**

"Core Expenses" as reported to IPEDS 2013-14 (Fiscal Year: 12 months ended 6/30/2014)<sup>2</sup>

\$ 3,589,427.00

Amount of the TCCAG award received for the 2013-14 academic year (grant funds received spring 2014)

27,207.19

Funding Ratio Calculation: Tribal College Assistance Grant ÷ Total Expenditures × 100

0.76%

<sup>1</sup> Three year 150% graduation rate (2-year institution)

<sup>2</sup>Core Expenses (based on IPEDS data): Total expenses for the essential education activities of the institution. Core expenses for public institutions reporting under GASB standards include expenses for instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, depreciation, scholarships and fellowships, interest and other operating and nonoperating expenses. Core expenses for FASB (primarily private, not-for-profit and for-profit) institutions include expenses on instruction, research, public service, academic support, student services, institutional support, net grant aid to students, and other expenses. For both FASB and GASB institutions, core expenses exclude expenses for auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations.

Questions? Call 701.224.2541 or email ndfinal@ndus.edu