

NACTEP Handbook



FORT PECK
COMMUNITY COLLEGE

UPDATED 2015

Native American Career and Technical Education Program (NACTEP)

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Introduction

Welcome to **Fort Peck Community College's Native American Career and Technical Education Program (NACTEP)**. The program is based upon teamwork, and it is expected that your enthusiastic participation will enhance the program atmosphere, benefit the reservation community, and provide a rewarding experience for you, personally and professionally.

This handbook is a guide for your participation in the program. It outlines both your responsibilities as a trainee and the program's commitment to you. These policies have been developed in order to promote sound relationships, good work habits, and equitable treatment for all trainees. **Students will be referred to the Fort Peck Community College Student Handbook for anything not covered in this handbook. Students will also be required to adhere to the Fort Peck Community College Student Handbook, and Financial Aid Policies and Procedures.**

Fort Peck Community College Mission Statement

- A. Fort Peck Community College serves the people of the Fort Peck Reservation and northeastern Montana as a medium of Indian awareness, enabling increased self-awareness.
- B.
- C. The College offers an academic program that enables students to earn credits in college courses designed to prepare students to enter the workforce or transfer to other institutions of post-secondary and higher education.
- D.
- E. The College serves the constituency of the reservation populations by maintaining occupational training programs based on the needs of the people living on and near the reservation and on potential employment opportunities available in the region.
- F.
- G. The College serves the people by initiating and supporting community activities and organizations based on the needs and wishes of community members.

Fort Peck Community College Philosophy

To meet the unique educational needs of Indian people, Fort Peck Community College believes that the opportunity for higher education must be provided on the reservation. Since many of the people choose not to leave their homeland, it is necessary that education be brought to them. An important function of FPCC is to preserve Indian culture, history, and beliefs and to perpetuate them among the Indian people of all ages.

Self-awareness through education is a foundation that is necessary to build a career, a lifestyle, and to achieve a true sense of self-pride. Although FPCC does not deny anyone the opportunity for higher education, the institution's primary purpose is service to the Indian population of the Fort Peck Reservation.

Section I – The Native American Career and Technical Education Program (NACTEP)

The NACTEP objectives specifically meet the needs of the Fort Peck Indian Community and adhere to the mission of Fort Peck Community College by providing comprehensive vocational and technical education services to residents of the Fort Peck Reservation and surrounding communities. One of the goals of the grant is to improve training opportunities that meet current employment demands and to enhance the employability of the participants through:

- Vocational training opportunities in the field of:
 - Automotive Technology
 - Building Trades
 - Business Technology
 - Computer Technology
 - Graphics/Web Design
 - Heavy Equipment Operator
 - Electrical Line Worker
 - Trucking Driving/CDL
 - Welding Technician
 - Diesel Technology
- Career Awareness
- Job placement and related career guidance services.
- An opportunity to improve the quality of lives of the adults on the Fort Peck Indian Reservation and surrounding communities.

NACTEP Program Director and NACTEP Program Coordinator will work with the FPCC Student Services Director to provide these services and ensure the smooth operation of the NACTEP program.

Students receiving a stipend through the NACTEP program must adhere to the policies explained herein. Every trainee selected for the program will receive a copy of this handbook and will be responsible for learning the important information it contains.

Section II – Native American Career and Technical Education Program (NACTEP) Policies and Procedures

Applicability

Applicability

These policies and procedures will be applicable to all trainees who are participating in the Native American Career and Technical Education Program (NACTEP).

Definitions

Trainee: Those persons selected for, enrolled in, and funded by the NACTEP program for training purposes.

College President: Oversees all college programs and personnel.

Project Director: Is responsible for the overall administration of the NACTEP Program.

Project Coordinator: Maintains all NACTEP student and office records, student time cards, attendance records, contact information, disseminates information, and updates student and program files as needed.

Instructor: Teachers employed by Fort Peck Community College oversees the academic elements of each training program.

Academic Program Advisor: Each trainee will have an advisor who will counsel the trainee about his/her course of study, degree requirements, and possible academic difficulties.

Orientation

Orientation

Upon entry into the program, each trainee will be provided with an orientation session by the Project Director, Program Coordinator, and Advisor. Orientation sessions will cover:

- The Student Handbook
- Expectations of the Trainee
- Requirements of the NACTEP Program
- Requirements for Graduation – i.e., passing every course.

At the orientation, each trainee will receive a copy of this handbook.

Eligibility

All trainees must submit the following in order for their files to be considered complete:

- Fort Peck Community College Application
- High School/GED and College Transcripts
- NACTEP Student Application Form
- Test Results – TABE or Asset
- Documentation of Financial Need/FAFSA/Financial Aid Budget.
- Release of Information Form

All trainee positions are recruited by advertisement and word of mouth.

A committee of College Faculty and Staff shall select Trainees, herein after referred to as the NACTEP Selection Committee.

The NACTEP Program will maintain a file on each trainee. This file shall contain his/her completed application according to eligibility requirements, grade reports, attendance reports, progress reports, evaluations, and counseling contacts. This file is confidential, but each trainee has the right to examine the contents of his/her file upon written request to the NACTEP staff.

General Conditions

Compensation

- All trainees will receive a stipend. The stipend is hourly and based upon the students'

attendance in individual classes. Stipends will not exceed \$250 per month (\$1,000 per semester).

- Trainees are eligible to receive other sources of funding, i.e., PELL, Higher Education funds, scholarships, and are encouraged to apply for funding.
- Students must be enrolled fulltime (12 + credits) to receive a stipend.

Length of Training

- Each trainee will be allowed a maximum of twenty-four (24) months to complete his or her educational program or as published in the FPCC catalog per individual student education program.

Training Hours

- Class time – All trainees must attend the classes in which they are enrolled. Class attendance and trainee progress is monitored through weekly attendance and progress reports submitted by instructors to the NACTEP Program Coordinator. Trainees will be docked pay for failure to attend classes and may be removed from the Program if absence becomes a serious problem.

Payroll Period

- Trainees are paid a stipend of \$250.00/month, the hourly rate is determined by the amount of class periods the student is required to attend.
- Stipends will be included in the student financial aid packaging.
- Time cards are available at the front desk or at the Institutional Development office located on the boulevard.
- Training stipends are paid on a monthly schedule
- Stipend checks are delivered only to the trainee or person authorized by the trainee in writing.
- Checks are released through Patty Murray, Cindy Smith or Joy Toavs at the Institutional Development office located at southeast corner of Lanny Frantzick Boulevard.
- Time cards are due on the last working day of each month, timecards handed in later than one week of the official due date will not be processed until the next month, unless extenuating circumstances can be determined.

Advances

- Trainees will not receive advance on stipends.

Leave and Absences

General Policy

You are in a training program which has a specific course content and time table; you will be expected to attend the maximum number of classes possible. Every effort must be made to notify

the instructor before the beginning of the class, if you are unable to attend. Trainees should call his/her instructor:

- 768-5476 - Automotive/Heavy Equipment – Marvin Olson or Steve Harada
- 768-5453 - Building Trades – Brad Iwen
- 653-3902 – CDL – Wolf Point – Gerry Archdale
- 768-3086 – CT/IT – Judy Ogle
- 768-6335 or 768-6336 – BU – Billy Norgaard or Jody Magnan
- 768-3622 – Lineman – Mike Dimas
- 768-3622 – Welding – Steve Bushman or Wayne Loveland

Annual Leave: Trainees do not earn annual or sick leave.

Time and Attendance

Trainees will be docked for every hour of class-time not attended (i.e., one hour of stipend time for each class hour missed).

Trainees (on case by case basis), may be paid for class time missed due to extreme illness or other emergency situations, provided the trainee makes arrangements with his/her instructor to make up the assignments. The Trainee will need to produce a doctor's statement and/or other documentation for the absence.

Chronic absenteeism of a trainee will be the basis for termination from the NACTEP Program.

Holidays (officially recognized by FPCC) will be counted on timecards (instructors still must sign as verification you were there the day before & the day after the holiday).

Stipends

Credits

- Trainees are required to take 12 credits or above per semester and maintain a grade point average of 2.00 or better and **no F's**. It is highly recommended that students carry 15 credits per semester to be able to complete their program within the required time.
- Trainees that do not attain the minimum GPA of 2.00 will be put on probation for one semester.
- Trainees who do not have a cumulative or overall GPA of 2.00 by the end of the probationary quarter will be terminated from the program.

Tuition & Books

Students must use either their stipend or other funding to cover these costs.

Evaluation

- Trainees will be evaluated on a continual basis through weekly progress reports submitted by instructors, counseling contacts, and grade reports.
- Trainees will be given an opportunity to evaluate the instructors at the end of each semester.
- Evaluation is used as a process for improving the program.

Placement

Every effort will be made to place trainees at a four-year college or into the private sector upon graduation. Stipend may be provided during the summer months, contingent upon the availability of funds.

Meetings

- Trainees will meet the first Friday of each month with the Program Coordinator during the semester to discuss current progress, problems encountered, and to serve as routine communication.
- NACTEP Orientation will be held each semester. New and continuing students are expected to attend to review the handbook and receive their timecards.
- Trainees will meet with their Academic Advisor on a regular basis to determine progress.

Conduct

Verbal or physical abuse of an Instructor or staff member will result in termination.

Any trainee who reports for training consistently showing the effects or the after effects of alcohol or drugs shall be given a warning and referred for counseling. Three (3) offenses will be grounds for termination.

Uses of alcohol or non-prescribed drugs during hours are grounds for immediate dismissal.

Disciplinary Procedure:

1. Before taking any disciplinary action an instructor will inform the trainee of the situation and attempt to work an internal settlement. The trainee will be referred to the Program Coordinator.
2. When a warning is issued to a trainee, it must be in writing with a copy of the warning placed in the trainees' personnel file.
3. When a trainee is suspended, the length of the suspension and reason shall be noted and placed in the trainees' personnel file. Concurrence from the NACTP Director and NACTEP Selection Committee is required.
4. In the event of termination, the reason and date will be noted and placed in the trainees' personnel file. Concurrence of the NACTEP Director and the NACTEP Selection Committee is required for all terminations.

Grievance and Appeals

General

All trainees have the right to form complaints, appeal disciplinary actions or make suggestions for improvement of the training program.

The process for all grievances and appeals start through the Coordinator.

Appeals

Falling below a cumulative GPA of 2.00 is not open to appeal.

In special circumstances in which a trainee is unable to complete his/her classes due to situations beyond their control, the trainee will describe the situation in writing to the Program Coordinator. The NACTEP Selection Committee will render a decision based upon the evidence presented by the trainee in writing.

If a trainee had a grievance against any person, action or situation in the NACTEP program, the trainee will state the facts clearly and concisely in writing and present it to the next level in the Administrative hierarchy. The next level will review the reasons why the trainee feels the decision was unfair, and then make a decision whether to review the appeal.

When a trainee feels that the appellate decision is unjust, the trainee will set in written form his/her reasons and present them to the next level in the administrative hierarchy. The next level will review the reasons why the trainee feels the decision was unfair, and then make a decision whether to review the appeal.

