

SECTION I – General Grant Information

A. MSU BILLINGS COLLEGE OF TECHNOLOGY

3803 Central Ave.
Billings, MT 59105

MONTANA BILT – Dept. of Labor, ETA CBJT Grant

Agreement #: CB-15201-06-60

CFDA #: 17.261

EIN#: 81-6001642

DUNS#: 079713608

Reporting Period: 1st Quarter 2006 (January 1-March 31, 2006)

Contact Information:

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B. Summary of General Grant Activities

General Overview of project progress

Partner institutions (MSU-Billings College of Technology, UM- Missoula College of Technology, MSU-Northern, and MT Tech – College of Technology) are all implementing the grant on their respective campuses since notification of award in mid-October.

During 1st Quarter 2006, partner institutions submitted expenses for personnel, equipment purchases, travel, etc. as per the quarterly financial statement.

MSU – Billings College of Technology

- Project Manager Position Search Jan. – March 2006
- Project & Data Coordinator Position Search Jan. – March 2006
- Intersession – TRTD 292 Intro to Construction- Completed Jan. 2006
- Carpentry AAS Degree – Curriculum March 2006
- College Curriculum Committee approval
- Financial reporting systems in place Jan. 2006
- Signed Memorandums of Understanding for Partner Institutions (2 completed, 1 to be signed in 2nd Quarter) March 2006
- Flooring Information Session at Pierce Flooring Jan. 2006
- Flooring Installation Class – Spring Semester 2006 Jan. – May 2006
- Statewide Steering Committee Meeting – Montana Contractors Assn. Feb. 7, 2006
- Statewide Curriculum Development Meeting – Helana COT Feb. 15, 2006
- K-12 Outreach - Summer Youth Construction Camp Development Feb. – March 2006
- Development of Billings Local Construction/Carpentry Advisory Committee Feb. – March 2006

- Weekly update of grant activities to Business Expansion and Retention Team (includes Job Service, BSEDA, Beartooth RC & D, Business & Industry Representatives and MT Dept. of Commerce) Jan. 2006 – March 2006
- Grant Update Reports presented to Billings Rotary Club, Celebrate Billings Education Committee, and local organizations by Dean Cech Jan. – March 2006
- Project Management Activities with MSU-B IT Department Jan. 2006 - March 2006
 - Web site development
 - Grant partner portal site
 - Data Collection systems – Met with Workforce Services

UM- Missoula College of Technology

- Carpentry classes started January 23, 2006. Eleven students enrolled. Jan 2006
- Donnie Laughlin is the new carpentry adjunct faculty. Jan 2006
- Modifying curriculum to eliminate classes that are no longer taught Jan. – March 2006
- Working on new classes that will enhance the two year degree Jan 2006 – March 2006
- Completed the Core class Feb 22. Started Carpentry Level One Feb 2006
- Started small building construction Mar 10. Mar 2006
- Renamed Carpentry classes from a and b to lecture and lab Mar 2006
- Connected temporary power for outside construction of new building Mar 2006
- Designed plans and specifications for new building Mar 2006
- Compiled materials and supplies list for new building Mar 2006
- Completed cost estimate for new building Mar 2006
- Attended statewide steering and curriculum development meetings Feb. 2006

MSU-Northern

- Completion of Carpentry Certificate Curriculum March 2006
- Completion of Carpentry Associate of Applied Science Curriculum March 2006
- Completed Electrical Technology Curriculum AAS Degree March 2006
- Development of Construction/Carpentry Advisory Board Jan. – March 2006
- Securing the services of a consultant to further the project Jan. – March 2006
- Advertising for full-time Carpentry faculty March 2006
- Meeting with the Electrical Technology Advisory Board March 2006
- Failed search for Electrical Technology Faculty member – Re-advertising March 2006
- Hiring a industry expert to assist with the electrical lab installation March 2006
- Articulating plumbing program with MT Apprenticeship program On-going
- Development of plumbing-related and electrical technology-related courses March 2006
- Attended statewide steering and curriculum development meetings Feb. 2006

MT Tech – College of Technology

- Program Advisory Board Jan. 2006
- Carpentry AAS Degree – Curriculum College Curriculum Committee approval March 2006
- Financial reporting systems in place Jan. 2006
- Signed Memorandum of Understanding for Billings March 2006
- Purchased truck for construction program March 2006
- Attended statewide steering and curriculum development meetings Feb. 2006
- Enrolled students in Historic Preservation; Plaster, Specialty Course, Shop and Site Safety Jan. 2006

Upcoming training activities and other grant-related events

2nd Quarter 2006:

- Offering Core and Level One during summer school. Students will be working with local contractors during the summer for on-the-job training. Student will represent women in industry at local women's career days. Carpentry advisory committee meeting May 2nd. UM- Missoula COT
- Hire of Project Manager and Data Coordinator – 2nd Quarter 2006
- Youth Outreach Activities including Summer Construction Camp – MSU-B COT
- State Steering Committee and Local Advisory Board Meetings
- Development of industry directed short-term workforce training
- Expansion of K-12 Outreach
- Continued development of partnership opportunities
- Develop coordination and partnership opportunities with Montana WIRED Project
- Development of Short-Term Workforce Training Courses in partnership with local construction industry
- Grant Financial Manager, Liz Tooley will attend the Financial Management Workshop for DOL Grantees in Denver, CO in April 2006.
- Approval of Carpentry Certificate at MT Board of Regents – MSU-Northern

3rd Quarter 2006:

- Select and hire a faculty member – MSU-Northern
- 3rd Quarter 2006:
- Carpentry Classes for Certificate/AAS degree – All partners begin Fall 2006
- Remodel Lab facilities – MSU-Northern
- Approval of Carpentry AAS Degree – MSU-Northern

C. Status Update on Leveraged Resources

- Leveraged resources are documented in the quarterly financial report and continue to develop due to new and expanded partnerships.

D. Status Update on Strategic Partnership Activities

Partnership Solutions-Based Approach to Implementation

- Carpentry AAS Curriculum Development – Montana Contractor's Association in partnership with Montana State University – Billings, Billings School District #2 Career Center and University of Montana- Missoula College of Technology will utilize NCCER (National Center for Construction Education and Research) as a base for the Carpentry AAS degree program that will be available at all the partner institutions in Montana. The Montana Contractor's Association is using data collected from their member businesses to help drive the curriculum development and value-added for each of the regional areas.
- Flooring Installation Class – Planning Sessions & Curriculum development in partnership with Billings School District #2- Career Center and Pierce Flooring to offer "Introduction to Flooring Installation" beginning Jan. 2006. This is in direct response to a request from the local flooring businesses and will be replicated with other grant partners during the course of the grant. Program developed for both high school students and adults and will be offered in the evening to accommodate work schedules beginning Jan. 2006. Pierce Flooring has donated \$5,000 to help with the development of the course. Part of the donation will be used to award a \$300 scholarship to each participant in the class. Course began at the end of January and will conclude the first week of May 2006. Students will receive a certificate of completion. Pierce Flooring has continued to be a strong partner with this course by donating professional services, flooring materials, and classroom materials. The students that complete the course will be offered employment with local flooring companies as apprentice installers. Dave Kalberg, Pierce Flooring will present this partnership at the National Flooring Installation Convention in April 2006 as a model to be replicated in other parts of the country.

SECTION II – Timeline of Activities

Project Activity	Projected Completion Date	Actual Completion Date
<p>Montana BILT Steering Committee Meeting Montana Contractor's Association – Helena, MT</p> <ul style="list-style-type: none"> • Present original implementation plan from grant • Identify goals & challenges anticipated during the life of the grant and propose solutions to address those challenges <ul style="list-style-type: none"> ○ Goals for curricular articulation and development beginning with carpentry ○ Goals for short-term workforce training ○ Goals for articulation and collaboration with the Montana Apprenticeship Program • Review grant timeline and proposed revisions • Partners should identify challenges in their region • Review Grant Budget and Financial Procedures – Liz Tooley <p>Attendees: Present: Liz Tooley, Lisa Skriner, Craig McKenzie, John Culbertson, MSU-B COT, Jerry Laughery, Montana Contractors, , Linda Beck, Big Sky Economic Authority, Stan Barr Career Center, Larry Strizich and Greg Kegel, MSU-Northern, Jane Baker and Steve Luft, MT Tech-Butte, Kathy Hughes, FVCC, Mary Moe, Great Falls COT, Roy Symons, MT Apprenticeships, Harold Kelly and Daniel Bingham, Helena COT, Donnie Laughlin, Missoula COT, Jason Miller, Carpenter's Union 153, and Beth Krueger, Miles CC.</p>	Feb. 7, 2006	Feb. 7, 2006
Dissemination of Grant Materials to Grant Partners – Via e-mail from MSU-B COT	On-going	On-going
Project Manager Position Announcement – Advertised	Jan. 2006	Jan. 2006
Project and Data Coordinator Position Announcement Advertised	Jan. 2006	Jan. 2006
Recruitment and Selection of Project Manager	March 2006	2 nd Quarter
Recruitment and Selection of Data Coordinator	March 2006	2 nd Quarter
TRTD 292 Intro to Construction Course MSU-Billings COT - Intersession	Jan. 2006	Jan. 2006
<p>Curriculum Development – Carpentry AAS and Certificate (utilizing NCCER curriculum as a base. Common core curriculum for state of Montana)</p> <ul style="list-style-type: none"> • MSU-B COT submitted to Curriculum Committee for approval • MSU-Northern submitted to Curriculum Committee for approval • MT Tech COT submitted to Curriculum Committee for approval 	Feb. 2006	March 2006
<p>Carpentry AAS (utilizing NCCER curriculum as a base. Common core curriculum for state of Montana)</p> <ul style="list-style-type: none"> • Curriculum completed and approved UM- 	Jan. 2006	Jan. 2006

<p>Missoula COT</p> <ul style="list-style-type: none"> Initial Cohort will begin Jan. 2006. 		
<p>Flooring Installation Class – Planning Sessions & Curriculum development in partnership with Billings School District #2- Career Center and Pierce Flooring to offer “Introduction to Flooring Installation” beginning Jan. 2006. This is in direct response to a request from the local flooring businesses and will be replicated with other grant partners during the course of the grant. Course Offering Spring Semester MSU-B COT</p>	Jan. 2006	Jan. 2006
<p>Faculty hires at Partner Institutions Missoula – Has hired adjuncts Jan. 2006 Havre – Failed search – re-advertising Butte – Hired adjuncts Jan. 2006</p>	Jan. 2006	2 nd Quarter
<p>Data Review Committee Meeting held at MSU-Billings College of Technology to review data requirements, collection and reporting, and timelines. Meeting included key representatives from MSU-B COT, MSU-B Information Technology and Financial Services.</p>	Jan. 2006	Jan. 2006
<p>Interim Project Manager selected to serve during the recruitment process.</p>	March 31, 2006	May 15, 2006

SECTION III – Grant Outcomes –

During the first quarter of 2006 we have developed and approved new curriculum, started the search process for the project manager and data coordinator, enrolled students in both degree programs and short-term workforce training classes.

Deliverable or Activity (with brief description)	Percentage complete this quarter, if applicable	Completion Date -actual or projected	Impact (known or potential) if applicable	Impact Calculation Methodology
1) Collect and summarize data sets	1) On-going	Quarterly		
2) Collect and summarize budget data	2) On-going	Quarterly		
3) Develop website	3) On-going 5%	3 rd Quarter		
4) Curricular development continues	4) On-going 80%	2006		
5) Curriculum articulation with K-12 partners	5) Discussion –	On-going		
6) Coordinate with state-wide apprenticeship programs	5% 6) Met 5%	On-going		
7) Begin lab renovations at MSU-Northern & MT Tech Butte	7) Plans – will begin 2 nd quarter 2006	Completion – 4 th Quarter 2006		

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (from Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to complete
1. Number of participants enrolled in training program	1,822	68	68	A little behind schedule due to challenge with hiring project manager, curriculum development, and start-up time	Jan. 2006
2. Number of participants who have exited	#	1	1		Feb. 2006
3. Number of participants successfully completing training	#	4	4	Completion of educational/ occupational skills training can be different from "exit" from the program if other non-training services are provided by the program or a partner program.	MSU-B Intersession – Intro to Construction Class – 4 students completed course
4. Number of participants that earned an industry/professional certification as result of training	#	#	#	In this column, grantees should identify and provide a brief description of the type of credential received and how it was developed, if it is a new credential	Attainment of a degree/ certificate
5. Number of participants not employed prior to training	#	#	#		Employment status at participation
6. Entered employment (Common Measure #1)	#	#	#	Of those not employed at the date of participation: the number employed in the first quarter after the exit quarter divided	Individual's identifier, employment status at the time participation commences, and exit date.

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (from Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to complete
				by the number of exiters	See the addendum for definition and more information
7. Employment Retention (Common Measure #2)	#	4	4	Of those employed in the first quarter after the exit quarter: number employed in both the 2nd and 3rd quarters after the exit quarter divided by the number of exiters	Individual identifier and exit date See addendum for definition and more information
8. Average earnings (Common Measure # 3)	#	\$15/hr	\$15/hr.	Of those who are employed in the 1st, 2nd and 3rd quarters after the exit quarter: Total earnings in the second plus the total earnings in the third quarters after the exit quarter divided by the number of exiters	Individual identifier and exit date See addendum for definition and more information
9. Number of participants employed in the same occupation or industry as their training that received a promotion after completion of training	#	#	#		Employment status at exit, occupational code, and occupational skills training code
10. Number of participants who were employed during training (regardless of industry or occupation) that received a wage increase in the first, second or third quarter after completing training	#	#	#		

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (from Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to complete
11. Number of participants who obtained employment in the occupation or industry related to their training program following the completion of training, where that occupation or industry was different than their previous employment (e.g. a food service worker in hospital becoming employed as a CNA after CNA training or a tobacco assembly line worker becoming employed in the biotechnology industry after biotech training)	#	#	#	Please see addendum for the definition of "employed"	Employment status at exit, occupational code and occupational skills training code
12. Other measures defined by grantee		TBD	TBD		
<p>Information regarding enrolled trainees:</p> <p>Gender</p> <ul style="list-style-type: none"> - Male - Female <p>Ethnicity</p> <ul style="list-style-type: none"> - Hispanic or Latino - Not Hispanic or Latino <p>Race</p> <ul style="list-style-type: none"> - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or Other Pacific Islander - White 		<p>66</p> <p>2</p> <p>#</p> <p>#</p> <p>2</p> <p>#</p> <p>#</p> <p>1</p> <p>#</p>	<p>66</p> <p>2</p> <p>#</p> <p>#</p> <p>2</p> <p>#</p> <p>#</p> <p>1</p> <p>#</p>		<p>Requirements under the Jobs for Veterans Act and the Nondiscrimination and Equal Opportunity provisions for the Workforce Investment Act.</p> <p>Trainees must be given the opportunity to provide the training provider with this information, it cannot be required</p>

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (from Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to complete
- Not available Disability status		49	49		
- Persons with disabilities		0	0		
Veteran status					
- Veterans					

SECTION IV – Promising Approaches and Success Stories –

Here is an article from our Flooring Installation Partner, Dave Kalberg - Pierce Flooring of Billings, MT. Dave will be presenting at his national conference and it will be published in their association magazine. Copies will be shared in the 2nd Quarter Report.

Opportunity Knocks

What does a flooring contractor do to find more installers? How do you get people interested in the flooring installation profession? It's a well-known fact that people are not rushing to perform these construction trade jobs.

Well, Pierce Flooring & Design in Billings, Montana decided to do something about this labor problem. After years of reviewing ideas, Pierce contacted a local two-year college; the MSU-Billings College of Technology (COT) and found an interested ear. Mr. John Cech, Dean of the COT, and Mr. Dave Kalberg, Manager of Commercial Operations for Pierce's seven statewide stores, met to discuss the possibilities for a flooring installation class. Immediately the COT expressed an interest and discussions proceeded quickly. At this time, the COT was preparing a grant request to the US Department of Labor to seek funds to expand their construction career opportunities for students. Ultimately this grant request was submitted and included partners in both the construction industry and the flooring installation trade. In the Fall of 2006, a three-year US Department of Labor Community Based Job Training (CBJT) grant of nearly \$2 million was awarded to the MSU-Billings College of Technology and three other partnering two-year post-secondary colleges in the State with the goal of developing statewide construction trades curricula for the State of Montana.

After many strategy sessions between the COT faculty and Mr. Kalberg, a plan was completed for this installation school, with classes scheduled to begin in early 2006. The COT needed a curriculum and the FCICA "FIT" program was our answer. The main need for training was in carpet & resilient flooring and the FCICA's eight "student guides" provided an excellent model. This "FIT" program was quickly purchased and adapted to the flooring training program offered at the COT. The adapted program includes 80 hours of class with 1/3 for lecture and 2/3 for a practical lab experience. The hands-on lab experience has been very well received by the students and would not be possible without the help of local installers such as Pierce Flooring's technician, Mr. Robin Mestagh. At the end of the course for a final exam, Robin will lead the students in an actual classroom carpet replacement of 120 yards. The focus of this class is to expose the installation trade to people, provide basic education on products, and let the students actually work with products. Upon graduation, they won't be qualified to work on their own, but

with the guidance of an experienced installer, they can grow in this profession and we build a new generation of skilled professionals for the flooring industry.

The partners held an orientation session for the public on January 17, 2006 at Pierce Flooring with nearly 20 people attending. Four students enrolled in the class beginning on January 31, 2006. The evening classes are held twice a week for 3-hour sessions for a total of 26 classes resulting in graduation on May 6, 2006. The students have yet to miss a class and have expressed a high interest in the content and practical lab experience. The program was a true success thanks to the college and Pierce Flooring partnership including some financial scholarship assistance provided by Pierce Flooring and some startup costs provided by the COT's US Department of Labor CBJT grant. COT and Pierce Flooring are very excited about the development of this flooring installation school and look forward to the second class beginning in the Fall 2006. If anyone has questions concerning this program, feel free to contact either MSU-Billings COT Dean, John Cech at 406-247-3009 (icech@msubillings.edu) or Dave Kalberg at 406-652-4666 (dkalberg@pierce.biz)

SECTION V– Technical Assistance

A. Technical Assistance Needs

Employment and wage data collection from WIA partners. Are we able to access the data or would data be self-identified by students? Met with local Job Service and we have questions as to how to collect the data.

Difficulty recruiting positions: Project Manager, Data Coordinator, Faculty. There are limited applicant pools and it is taking much longer than expected. There have also been some major administrative changes at one of the partner institutions (Missoula).