

## 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: November 1- December 31, 2005**

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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 4<sup>th</sup> quarter 2005 expenses were submitted for the Kick-Off Partner Steering Committee Meeting, held Dec. 1, 2005 at MSU-Billings College of Technology. Expenses were submitted for travel to the New Grantee Orientation Meeting on Dec. 8-9, 2005 in Arlington, VA by Project Director, John Cech and Financial Operations Manager, Liz Tooley.

#### MSU – Billings College of Technology

- Notified of Grant Award Oct. 2005
- Completion of QSAP by Partners Nov. 2005
- Official Announcement of Grant Award- Press Conference Dec. 2005
- Kick-Off Partner Steering Committee Meeting - Billings Dec. 2005
- Dept. of Labor Orientation Meeting – Washington D.C. Dec. 2005
  - John Cech, Project Director
  - Liz Tooley, Financial Operations Manager
- DOL Meeting Summary Distributed to Grant Partners Dec. 2005
- Data Review Committee Meeting - Billings Dec. 2005
- Project Manager Position Announcement - Completed Dec. 2005
- Project & Data Coordinator Position Announcement – Completed Dec. 2005
- Coursework Development for:
  - Intersession – TRTD 292 Dec. 2005
  - Carpentry AAS Degree – Curriculum Development Oct. 2005 – present  
Awaiting curricular committee review
- Grant index number has been established for the budget Nov. 2005
- Development of Flooring Installation curriculum Dec. 2005

#### UM- Missoula College of Technology

- Carpentry (AAS & Certificate) Curriculum approved; classes to start Jan. 23, 2006 Nov. 2005
- Degree program is classified as state support and approved for

- federal financial aid. Nov. 2005
- National Center for Construction Education and Research (NCCER) curriculum modified to meet local needs
- In the recruitment process for hiring an adjunct instructor in Carpentry.
- In the remodel phase of a new woodshop on the West Campus Dec. 2005
- Developing criteria to award supplemental scholarship money to students provided by the Montana State Legislature Dec. 2005

#### MSU-Northern

- Carpentry AAS -Curriculum development in cooperation with MSU-Billings COT and MT Tech COT Nov. 2005
- Grant Index number has been established for budget Dec. 2005
- In the process of establishing a Construction/Carpentry Advisory Board Dec. 2005
- Securing the services of a consultant to further the project Dec. 2005

#### MT Tech – College of Technology

- Carpentry AAS -Curriculum development in cooperation with MSU-Billings COT and MT Tech COT Dec. 2005
- Review of curriculum by Curriculum Review Committee Is scheduled for Feb. 2006
- In the recruitment process for hiring an adjunct instructor in Carpentry
- Program Advisory Board will be formed in first quarter 2006

Course enrollments listed in the grant for 4<sup>th</sup> Quarter 2005 will begin 1<sup>st</sup> Quarter 2006 due to grant award time frame.

### *Upcoming training activities and other grant-related events*

1<sup>st</sup> Quarter 2006:

- Carpentry AAS degree & Certificate 1<sup>st</sup> Cohort: UM- Missoula COT
- Carpentry Core Class – Intersession: MSU-Billings COT
- Introduction to Flooring Installation: MSU-Billings COT (Certificate of Completion)
- HP 120 – Plaster: MT Tech COT
- HP 140 – Shop and Site Safety: MT Tech COT
- HP 240 – Masonry and Stonework: MT Tech COT

### **C. Status Update on Leveraged Resources**

- Montana Contractor's Association - \$25,000 to help support the development of carpentry curriculum utilizing NCCER (National Center for Construction Education and Research) at MSU-Billings College of Technology
- Celebrate Billings - \$25,000 match to the Montana Contractor's Association donation to help support the construction trades curriculum development
- Montana Contractor's Association - \$10,000 to help support the development of carpentry curriculum utilizing NCCER (National Center for Construction Education and Research) at UM-Missoula College of Technology
- Lincoln Welding - \$21,000 in-kind donation to the Welding Department at MSU-Billings COT to aid in the development of construction trades curriculum

### **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.

### **SECTION II – Timeline of Activities**

<b>Project Activity</b>	<b>Projected Completion Date</b>	<b>Actual Completion Date</b>
Completion of QSAP by Partners – submitted to PD for compilation prior to Orientation meeting in Washington, D.C.	Nov. 30, 2005	Nov. 30, 2005
Official Announcement of Grant Award – Press Conference @ MSU-Billings College of Technology	Dec. 1, 2005	Dec. 1, 2005
Kick-Off Montana BILT Steering Committee Meeting MSU-Billings COT <ul style="list-style-type: none"> <li>• Present original implementation plan from grant</li> <li>• Identify goals &amp; challenges anticipated during the life of the grant and propose solutions to address those challenges               <ul style="list-style-type: none"> <li>○ Goals for curricular articulation and development beginning with carpentry</li> <li>○ Goals for short-term workforce training</li> <li>○ Goals for articulation and collaboration with the Montana Apprenticeship Program</li> </ul> </li> <li>• Summary of November 29, 2005 Department of Labor Meeting in Helena – Arlene Parisot</li> <li>• Review grant timeline and proposed revisions</li> <li>• Review draft job description for project manager</li> <li>• Review draft job description for project assistant</li> <li>• Review Quick Start Action Plan (QSAP) as Recommended by DOL</li> <li>• Partners should identify challenges in their region</li> <li>• Review Grant Budget and Financial Procedures – Liz Tooley</li> </ul> Attendees: <b>Present:</b> Chancellor Ronald Sexton, Provost, Dr. White, Dean Cech, Dan Carter, Shelley VanAtta, David McGinnis, Liz Tooley, Lisa Skriner, Craig McKenzie, John	Dec. 1, 2005	Dec. 1, 2005

<p>Culbertson, Michael Barber, MSU-Billings, Tom Frisby, Billings Job Service, Jerry Laughery, Montana Contractors, Bob Glasgow, JTL Group, Linda Beck and Joe McClure, Big Sky Economic Authority, Stan Barr Career Center, Larry Strizich and Gregg Kegel, MSU-Northern, Jane Baker and Steve Luft, MT Tech-Butte, Emelie Eaton and Roy Brown, House of Representatives, Melodee Hanes, Office of Senator Baucus, Kathy Marsh and Sharon Pearson, Office of Senator Burns, Dustin Frost, Office of Rep. Denny Rehberg.</p> <p><b>Via Teleconference:</b> Paul Williamson and Harry Sheski, College of Technology, Missoula, and Arlene Parisot, Board of Regents, Helena</p> <p><b>Media Present:</b> KTVQ news and KULR news, Mary Pickett and Libby Laird of the Billings Gazette</p>		
<p>Dept. of Labor Grant Orientation Meeting – Washington D.C. Attendees:</p> <ul style="list-style-type: none"> <li>• John Cech, Project Director</li> <li>• Liz Tooley, Financial Operations Manager</li> </ul>	Dec. 8-9, 2005	Dec. 8-9, 2005
Dissemination of Grant Orientation Materials to Grant Partners – Via e-mail from John Cech, Project Director	Dec. 13, 2005	Dec. 13, 2005
Project Manager Position Announcement forms – Completed	Dec. 21, 2005	Dec. 21, 2005
Project and Data Coordinator Position Announcement forms - completed	Dec. 30, 2005	Dec. 30, 2005
Curriculum Development – TRTD 292 MSU-Billings COT Intersession Course	Dec. 20, 2005	Dec. 28, 2005
<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"> <li>• MSU-B COT submitted to Curriculum Committee</li> <li>• MSU-Northern prepared for submission to Curriculum Committee</li> <li>• MT Tech COT being developed in preparation for Curriculum Committee review Feb. 2006</li> </ul>	Dec. 2005	Dec. 2005
<p>Curriculum Approval – Carpentry AAS (utilizing NCCER curriculum as a base. Common core curriculum for state of Montana)</p> <ul style="list-style-type: none"> <li>• Curriculum completed and approved UM-Missoula COT</li> <li>• Initial Cohort will begin Jan. 2006.</li> </ul>	Nov. 2005	Nov. 2005
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.	Dec. 2005	Dec. 2005
Faculty position announcements are being developed by partner institutions for completion target date of Jan. 2006	Dec. 31, 2005	

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.	Dec. 16, 2005	Dec. 16, 2005
Interim Project Manager selected to serve during the recruitment process.	Dec. 30, 2005	Dec. 30, 2005

**SECTION III – Grant Outcomes – Will have data 1<sup>st</sup> Quarter 2006**

**SECTION IV – Promising Approaches and Success Stories – Will collect data as activities commence 1<sup>st</sup> Quarter 2006.**

**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?