

UTAH COLLEGE OF APPLIED TECHNOLOGY  
2 NOVEMBER 2005  
BOARD OF TRUSTEES MEETING  
MINUTES

Board of Trustees Present

Doug Holmes, Vice Chair - Ogden-Weber  
Katharine Garff – SBOR  
Mark Dennis – Uintah Basin  
Jed Pitcher – State Board of Regents  
Wayne Woodward – Southeast  
Michael Madsen – Bridgerland  
Tom Bingham – Governor’s Appt.  
Don Ipson - Dixie  
Don Roberts – Southwest

UCAT Campus Presidents Present

Miles Nelson – Southeast  
Brent Wallis - Ogden-Weber  
Rob Brems – Mountainland  
Linda Fife - Salt Lake/Tooele  
Paul Hacking - Uintah Basin  
Richard Maughan - Bridgerland  
Rich VanAusdal - Dixie  
Dana Miller - Southwest

Institutional Representation

Darrell K. White, Interim President  
Jared Haines, VP Instruction and Student Services  
Sandra A. Mullen, Assistant to the President  
Kimberly Henrie, Budget Officer

Office of the Commissioner

Kevin Walthers -- OCHE

Media Present

None

Others Present

David Peterson -- OWATC  
Kim Hood – Legislative Analyst  
Mary Shumway – USOE  
Spencer Pratt -- Legislative Analyst  
Brent Petersen -- DATC for Mike Bouwhuis  
Jim Evans -- MATC for Doyle Mortimer

Excused Absent

Norman Bangerter, Chair -- Salt Lake/Tooele  
Carl Albrecht -- Snow College South  
Teresa Theurer - SBOE  
Doyle Mortimer -- Mountainland  
Dixie Allen -- SBOE  
Bill Prows -- Davis  
Mike Bouwhuis - Davis

MINUTES OF MEETING  
UTAH COLLEGE OF APPLIED TECHNOLOGY  
BOARD OF TRUSTEES  
REGENTS' BOARD ROOM  
2 November 2005

The meeting of the UCAT Board of Trustees was held 2 November 2005 in the Utah State Board of Regents' Board Room.

Call To Order

Vice Chair Holmes called the meeting to order at 10:11 a.m. and the Secretary was in attendance. A quorum was present.

Approval of the Agenda

Vice Chair Holmes asked if there were any additions and/or changes for the agenda of the 2 November 2005 Board meeting. Being none, motion was made by D. Ipson and seconded by J. Pitcher to approve the agenda as presented. Motion carried.

Approval of Minutes from 7 September 2005 Board Meeting

Vice Chair Holmes asked if there were any additions and/or changes to the minutes of the 7 September 2005 Board meeting (Tab Q). Being none, motion was made by M. Dennis and seconded by M. Madsen to approve the minutes as presented. Motion carried.

D. Ipson: Presented a plaque to Regent (and UCAT Trustee) Katharine Garff in recognition of her service on the UCAT Dixie Campus Board of Directors.

**ACTION ITEMS**

**II.A. 2007 Budget Request** (Tab R / Attachment A)

President White: Referred to Attachment A, Estimated Operating Budget Summary. He indicated that the changes made since the initial presentation to the UCAT Board on September 7, 2005 was an update to the numbers, which were not available at that time. With the approval of this budget request today, it will then be forwarded to the Governor and Legislature. President White also requested that with the Board's approval, authority be given to UCAT Central Administration to make "technical" changes in order to "fine-tune" the budget request prior to submission to the Governor and Legislature.

K. Henrie: Provided detail on the estimated operating budget request summary, as presented in Attachment A. She explained that the format of the budget presented is similar to budgets presented in the past.

## *ONGOING REQUESTS*

### *I.A. Compensation - Equivalent State Employee Compensation Package*

K. Henrie: "This is always the number one priority. We don't put a dollar value in there because when the state legislature assigns a state compensation package, we essentially get what everyone else gets."

### *I.B. Compensation - Salary Retention Funds*

K. Henrie: "This worked very well last year in terms of addressing some key issues regarding faculty and staff. We will be presenting a report to the legislature this session regarding how we used last year's money. We're asking that we have the flexibility, which is a means of calculating a dollar request, to go forward with. We want to be able to retain people that may or may not already be making more than market. It's a tool to help make sure that the right people are at our institutions at any time."

### *II.A. Special Initiatives - Membership Hour Growth*

K. Henrie: "These are the core needs of our college. Membership hour growth is the lifeblood of an institution. This is how we get funded and has been the traditional mechanism for funding. Each campus based on performance in the formula, have a 2.6 to 2.7 million dollar need for membership hour growth. This is offset by any tuition collected by adult students, and we're asking for funding for both secondary and adults."

The breakdown for each campus is also included in Attachment A, 'Preliminary Funding Distribution Detail by Campus and Category.'

President White: Clarified to the Board that the amounts indicated for each campus represent an increase, not total dollars, that each campus is currently receiving.

### *II.B. Special Initiatives - Central Administration Staffing*

K. Henrie: "This has been on our budget request for three years. We are looking for additional money to staff this office appropriately. In addition to staffing, this will help to set our budget whole. Currently the amount of money that has been appropriated to this office covers personal service budgets, only so there's no money built in for current expenses. We are paying for those with one-time money that the legislature has given us. We are at the point where it's becoming crucial that we get both additional staff members and additional ongoing operational dollars."

President White: "We have reached a time when this decision has to be made. Either they are going to continue with allowing us to implement what the legislature set up or not. As we implement the new system-wide student and management information system, Northstar, and as we continue to grow and look at master planning for our campuses, all of those services that we need to be offering from this office to our campuses, we can't do with 3.4 people. We currently have funding that doesn't quite cover the 3 full-time people that we have."

The breakdown for the additional Central Administration staff is also included in Attachment A, '2006-07 Central Administration Office Support Request.'

*II.C. Special Initiatives - UCAT Student Information System*

K. Henrie: "We took forward a request last year and we fared well with the legislature on the one-time side; we now need some ongoing money to implement it."

President White: "Our request a year ago was barebones for finishing the development of the Northstar system and getting ready to implement it. We requested \$484,000 ongoing money and \$108,000 of one-time money; we received \$108,000. We sat down with the Campus Presidents and said, 'The system that most of you are using goes out of existence in the spring of 2006, what do you want to do?' They graciously said, 'We'll provide the support in order to move forward, even though we didn't get the money from the legislature.' So we have done that. With the \$108,000 we are putting in some Perkins money that we had through this (UCAT Central Administration) office, and the campuses are providing major support to complete that development and get ready to implement it. We really didn't have a choice in the sense that we had to do something now. This is another one that is really a high priority; we have to be able to implement and operate the Northstar system."

*II.D. Special Initiatives - UCAT Jobs Now Initiative Year 2*

K. Henrie: "Last year we took forward a request that was funded; two-thirds for our school and one-third for the rest of higher education, This is asking for a portion of funding to come directly to UCAT so that the UCAT campuses can continue to support the Jobs Now Initiative."

*II.E. Special Initiatives - Custom Fit Training Program*

K. Henrie: "We've had feedback from all of the regions participating in Custom Fit and they indicate that if they had more money, they would be able to reach more companies." She further explained that this request is for additional ongoing money for the Custom Fit program, potentially increasing Custom Fit funding from 3.1 million to approximately 3.8 million.

President White: "We have also included a one-time request for one million dollars. This is in cooperation with the Governor's Office for Economic Development. This is money that they would have at their disposal as they recruit new companies. It would be jointly administered, but a separate fund from this ongoing money would be available for training employees of the new company. We are still working with the Governor's office on this and if they decide that they don't want to move in that direction that would be one of the 'technical' changes made. This is not a request for our regular ongoing Custom Fit program; it's really a request that the Governor's Office of Economic Development is making and they asked us to include it on our budget. If they change their mind, we pull it off."

*II.F. Special Initiatives - UCAT Accreditation*

K. Henrie: "We've got many campuses moving forward with accreditation this year, next year and years to follow and this is a pricey process. We are asking for some money to help offset those costs that the institutions are incurring."

*II.G. Special Initiatives - UCAT Campus Regional Economic Development Initiatives*

K. Henrie: "Each campus has identified programs that would help them move forward with economic development in their region."

III.A. Infrastructure and Operational Budget Needs - Facility Leases

K. Henrie: "These are the traditional facility leases. We've got three campuses that are looking for additional money."

III.B. Infrastructure and Operational Budget Needs - Facility O&M

K. Henrie: "This request for a non-state funded project at Southeast. This should be treated as a housekeeping item; it's been approved by the legislature but we need the O&M to help maintain the operations."

III.C. Infrastructure and Operational Budget Needs - Utilities Rate Increases

K. Henrie: "I want to explain the calculations being used this year for utilities rate increases. We are looking at actual expenditures calendar year '04 versus actual expenditures calendar year '05, and asking for the difference between those two. Knowing that we're not done with the calendar year '05, we've basically estimated the last couple of months based on the percentage of last year's increase, and as we receive additional bills, we'll modify our request accordingly to the legislature."

J. Pitcher: Asked if the 20 percent increase from Questar had been built into the number.

K. Henrie: "It would come into play as the actual bills come in. Also, we're asking for a supplemental piece on fuel and power to set the institutions whole for the current year, and then give them an ongoing basis so they can try to address the problem and stay on top of it as much as possible."

Vice Chair Holmes: Expressed concern that because this reflects a calendar year to calendar year comparison, that the 20 percent increase would only be reflected in the few remaining months of this year and that the campuses would then have to play 'catch up' with regard to the increase.

President White: Agreed that there is a disadvantage in playing 'catch up' in years where there are a lot of increases, but stated that the advantage is that we are now dealing with 'real' numbers and the legislature looks more favorably at that.

W. Woodward: Explained that we know that there will be a 20 percent increase in natural gas costs, and so that is a 'real' number.

President White: Responded that there is another aspect which impacts fuel costs, which is the weather. "If we have a mild winter, we could actually pay out less than we paid out the year before, even with a 20 percent increase. You have to have some system that has some hard numbers in it, and gives us something to deal with."

W. Woodward: "What we're saying is that this is a hard number. This is not a soft number like the weather. It is just as valid to add 20 percent to last year's numbers to come up with next year's numbers as it is using last year's numbers; in fact it's more valid."

Vice Chair Holmes: "Seems like a legitimate thing that we could request. Otherwise we are going to have to come up with the increase in utility costs out of some other funding and hope that we get it back next year."

President White: "We've tried to be consistent in many of these categories with what the Regents are doing with the other institutions, so we're following their pattern. If you want to break with that, this is your budget and that would be fine, or we can stick with that."

K. Henrie: "If we would look at adding 20 percent to the request, it's essentially a \$10,000 increase to this number."

***D. Ipson: MOVED that the fuel and power amount be increased by \$10,000. The motion was seconded by M. Madsen. Motion unanimously approved and carried.***

***III.D. Infrastructure and Operational Budget Needs - IT Licensing, Security and Equipment***

K. Henrie: "To help offset the costs of the contracts due for database systems, some hardware. That money would come to Central Administration and we would help offset the costs to the institutions accordingly."

***III.E. Infrastructure and Operational Budget Needs - Capital Training Equipment***

K. Henrie: "All of the programs are generally training equipment intensive which costs a lot of money, and we need to stay up with the market and with what business and industry is using because we are training the future workforce."

***III.F. Infrastructure and Operational Budget Needs - American with Disabilities Act (ADA) Instructional Programmatic Costs***

K. Henrie: "We've had this on our budget request previously, and it has not been funded. When this came into play, voc rehab used to cover the costs. When voc rehab stopped covering the costs, UCAT wasn't in existence and the legislature gave higher education some money to help offset this cost. So we're trying to capture some of this money to help address those costs associated with serving these students."

President White: "These numbers for the campuses are based on real numbers; the people who are there and being served."

K. Henrie: "We are using the '04-'05 expenditures identified by the campus and applying a 2.5 percent increase using the CPI index."

The ongoing requests total approximately 10.9 million, representing a 24.5 percent increase above the existing ongoing base budget.

### *ONE-TIME REQUESTS*

#### *I.A. Total One-time Requests - Central UCAT Administration*

*Student Information System* - to help support some one-time initial training costs.

*Capital Training Equipment* - to assist the campuses in obtaining some additional training equipment.

*Custom Fit* - as President White indicated in Ongoing Requests, II.E., this addresses the needs of the Governor's office for Economic Development in cooperation with UCAT, in support of their recruitment of new companies.

#### *I.B. Total One-time Requests - Campus Requests*

K. Henrie: "Each campus has developed a one-time request, and the titles of their projects are listed."

### *2005-06 SUPPLEMENTAL COSTS*

#### *I.A. Supplemental Costs - Leases*

K. Henrie: "Funding for leases which the campuses (Ogden-Weber and Southeast) are already operating, and are asking for some money given back so they can make their budgets whole."

#### *I.B. Supplemental Costs - Utilities Rate Increases*

K. Henrie: Previously discussed. See Ongoing Requests, III.C., and motion to increase by \$10,000.

President White: "Every time we talk about leases, I have to give this speech to make sure that people understand the uniqueness of UCAT compared with other state institutions. We are required by law to look first, before we ever ask for the state to build a building for us, at all existing facilities in school districts, other institutions of higher education, and so on, and utilize those kinds of facilities. Then we have to seek leases with other state institutions, with private industry and so on. That's why we have a lot of buildings that we lease. We have five campuses that do not own buildings; they lease all the facilities that they use. It's hard for some state entities to understand why (a UCAT Campus President) would go out and lease a building and start programs and not have the money already in hand. There would be enough money in the budget to do that, so you get that going and then go to the legislature and ask for approval of that lease. We have a hard time with people at the state level understanding that and yet, it's how we are required to operate. If we waited and determined that we need to provide these programs in a certain location and identify a building, and then ask the owner to wait a year and hold the building until the request is appropriated by the legislature, the business world doesn't work that way. So we are constantly working with people in the Governor's office and the legislature to help them understand why we rent facilities, and then we come and explain what we've done and then request money to cover this lease. So help us communicate that to legislators and others, if you would."

T. Bingham: ***MOVED approval of the proposed FY 2006-07 Operating Budget Request and FY 2005-06 Supplemental Request as amended (previous motion), with the contingency for UCAT Central Administration to make technical changes as necessary. The motion was seconded by D. Ipson. Motion unanimously approved and carried.***

## INFORMATION/DISCUSSION ITEMS

### III.A. UCAT Fourth Annual Report (Tab S)

President White: Reminded the Board that the draft copy of the UCAT Fourth Annual Report was provided to the Board during the 7 September UCAT Board meeting. Since that time, the report was finalized and printed, and a copy of the report was mailed to all the Board members with their Board agenda packets.

"This is a report that we are required by law to prepare and present to the legislature. I presented this to the legislature a couple weeks ago and I thought that it was received very well. The requirement is found in law, 53b-2a-104, and a lot of the report is aimed at showing how we served secondary students. The focus is on that because four years ago when UCAT was moved out of public ed into higher ed, there was a concern that UCAT might drift away from the mission of serving high school students. When the Richfield campus was taken from UCAT and moved to Snow, the law requires that a separate report be made and included in this report on Snow College Richfield, again to ensure that they continue to serve high school students as well as adults in those programs."

K. Garff: "I would like to comment on that because it's been the subject of much discussion with the Regents, that high school students are being forgotten and it shows in the numbers. The Regents would like to encourage you to find a way to work with high school students."

President White: Referred to Enrollment, page 4 of the UCAT Fourth Annual Report.

"With headcount, we actually increased the number of high school students we are serving by 2,110. Membership hours have leveled off. We did have a couple years of decrease, both in headcount and membership hours, but now we've gone back up in headcount and membership hours have leveled off. With the kinds of programs that are being offered and the work that's being done by our campuses, and a couple of new initiatives that are working with local school districts, I think you'll see a continued increase in those numbers. We understand that it is a significant part of our mission and we would not want to neglect it."

Vice Chair Holmes: In response to Trustee Garff's concern regarding high school students:

"From Ogden-Weber's point of view, our problem is not us wanting to serve high school students; it's that high schools are reluctant to release their students. We serve two districts; one district is good to work with us and the other is quite reluctant to allow us to send out information along with them to their parents. It's a real struggle. They seem to really want to do it in-house and not let them go to the ATCs."

K. Garff: "I think that it's a shared responsibility . . . In the end, it's the students that are being cheated. It's not that you're not doing your part, or that the school districts aren't doing their part, but we're all concerned about the individual student. If you could just take the initiative and go to those school districts . . ."

President White: "There is significant effort being made, and I'll go back to the lease discussion with an example. The reason that Brent (Wallis, OWATC Campus President) went to Roy and found a facility at Iomega that had been vacant, was to better serve those high school students in the southwest part of



Weber County because they were quite distant from existing facilities. That's fulfilling the mission that the legislature has given UCAT, and that's the reason for the request for lease money. But it's also one of those efforts that campuses are making to improve that service to high school students. If you dig a little deeper in the numbers, Davis School District took a major program back into their own schools. If you subtract that out of the numbers, you see a significant increase for the remainder of the campuses in the number of high school students being served. So I think that our campuses are making a significant effort and we'll continue to find new ways to do that."

Campus President Maughan: "One thing we need to be aware of is the 'ebb and flow' of high school numbers. We (BATC) find ourselves in a situation where as long as those district numbers are increasing, then students are rolling into the ATC. The difficulty you have, and I can understand it as a high school principal or administrator, is if you have a decrease in high school students and you have faculty that you are responsible to take care of, the faculty are watching those students leave to get on the bus to go to Bridgerland (BATC) and their classrooms are empty, they're worried about losing their job and their security and everything that goes with it. We have to walk a pretty narrow line of fragility with those vocational directors, in order to serve those students. But the principal is saying 'no, these students will stay in this building so I can hold on to my faculty.' Then as the teachers walk down to the counselors and say 'wait a minute, why are those students going to Bridgerland when my class numbers are going down?' We have a difficult time competing with that, and we've elected not to do that. We work closely with the vocational directors. When you talk about communication and working together, we meet monthly with our vocational directors from the districts to see how best we can serve those district needs."

President White: "Our goal needs to be to not increase our numbers but to ensure that high school students are being served in CTE programs in the most appropriate location, sometimes that's in their own high school and sometimes it's at an ATC. If we are doing that effectively and numbers are growing and we're continuing to implement new programs, then our numbers will go up. . . In most districts, high school enrollment has been stable or in many, declining at the same time that the younger grades are increasing significantly. In a few years from now, we're going to see some significant increases in high school enrollment but that's not happening right now, is that correct?" (Question directed to Mary Shumway)

Mary Shumway: "That's my understanding. . . "

President White: "In summary, the approach that we've taken during the time that I've been here is to say that this is a significant part of our mission. We want to reaffirm that and not be defensive about the numbers but look for ways that we can, in cooperation with public ed, serve the needs of those high school students."

President White: Also referred to 2004-05 UCAT Comparison charts on page 5, and the Recommendations and Goals on pages 20-21 of the UCAT Fourth Annual Report.

### **III.B. COE Accreditation Visits** (Tab T)

Accreditation teams for the Council on Occupational Education (COE) conducted site visits at the UCAT Ogden-Weber Campus (September 26-29, 2005) and the UCAT Bridgerland Campus (October 24-27, 2005). Campus Presidents Brent Wallis and Campus President Richard Maughan briefly reported on the process and outcomes of their individual site visits.

Campus President Wallis: Conveyed that COE's site visit to OWATC was 'very comprehensive' and that COE's accreditation of OWATC would be 'a good fit.' There were eight individuals performing the evaluation, and over 970 items that they had to review and evaluate the campus on, during this site visit. Campus President Wallis described the evaluators as 'very experienced, very knowledgeable.' Campus President Wallis also complemented his staff and faculty for the extensive preparation required for the site visit, and expressed gratitude for their 'taking ownership and having a positive attitude about it.' Since the site visit, COE sent a letter to OWATC documenting their findings from the site visit. Ogden-Weber has responded to the letter and has indicated agreement to their findings. The next step in the process will be for the accreditation request to move forward during COE's quarterly meeting, with the expectation of full adoption by COE.

Campus President Maughan: Expressed that COE's visit to BATC was very similar to OWATC. Eight team members came to the campus to perform the evaluation, and were 'very positive.' "I think that we've developed a real camaraderie, kinship with these folks because they understand what we do because they do it. We are very positive about their findings. . . They came in a very positive vein. They want to find the good things about your school, as well as any issues they have to deal with. Fortunately the issues were few and far between; they looked at 32 programs, and well over 900 aspects of those programs."

Campus President Wallis: Also mentioned that OWATC is currently experiencing another accreditation review with the National League of Nursing (NLN), for their LPN program. He indicated that there is pressure to hire more Masters level instructors for their program and to compensate them accordingly.

### **III.C. Capital Development Projects/Report on DFCM and Building Board Scoring** (Tab U / Attachment B)

President White: Referred to Attachment B, 'Utah State Building Board FY07 Capital Development Requests Recommended Priorities,' dated October 20, 2005.

"The Building Board did not rank the projects exactly as the UCAT Board did. Overall we are extremely pleased with the result. We have four projects on this list; that's historic for UCAT. We have the second highest scored project on the list, the Vernal Uintah Basin project, and the eighth highest score in the Davis project. (The other two UCAT projects are #13 MATC and #17 OWATC) This puts us in a good position to go to the legislature and expect that we are going to receive funding for one or more projects this year, and also puts us in good stead for the next couple of years as those projects continue to move up that list. . . This Board's decision to use as your process for ranking and scoring projects, the Building Board's

approach, and their criteria, was wise because we ended up being much closer in those scores and ranking than we would have been otherwise.”

### **III.D. AAT Degrees Update** (Tab V)

President White: “The two degrees that we have requested approval for are still on hold. We are making some progress; work is being done. A week ago a meeting was held with the Executive Committee of the Board of Regents and the Executive Committee of this Board of Trustees, where AAT degrees were discussed at great length. Some ideas and suggestions came out of that meeting; some are good and some are unworkable. So we are continuing to work our way through that process. The two Executive Committees gave Rich Kendell and I the charge to get together and write up a framework that might be workable. We’ve met a couple of times and will meet again next week, and we’ll have the framework put together. . . . The AAT degree is symbolic of the larger issue of the whole role and mission of UCAT. So I think it’s appropriate that we take time and we look at this, not just if we’re going to offer an Apprenticeship degree or an Electronics degree, but how does this whole thing fit in the big picture of higher education in the state of Utah? If you look at it in that context, then it makes sense that the progress is somewhat slow. I have great confidence that we will get there, and in the end we will better serve the people of Utah. I encourage all of us who represent UCAT to keep our focus on what over 90 percent of our mission is, and it’s not AAT degrees. Right now 99 percent of the people we serve are not degree seeking students, and we need to make sure that we keep our focus on that mission. If we could work out the issues with associate degrees, then maybe a maximum 10 percent of our students would be looking for an associate degree.”

### **III.E. Bates Technical College Visit/Washington State** (Tab W)

President White: “As part of this whole issue of the mission of UCAT and degrees and so on, we have tried to look at what’s happening all across the United States, and have done that with a couple of visits. When we were back at the COE offices, we visited the Georgia Technical College system. We’ve also visited Bates and the state technical college system in Tacoma Washington. We’ve also done some internet research, so we’re getting a picture of what’s happening nationally which will help us with this issue.”

President White then asked Campus President Brems (MATC) to talk about the trip to Washington.

Campus President Brems: Explained that in 1991, five technical institutes in Washington which operated under the public education system were moved to the state’s board for community colleges which then became the State Board for Community and Technical Colleges. The state of Washington does not have a Board of Regents as Utah does, but the six universities in Washington are very independent and have an advisory board that deals with coordinating and networking issues. Bates was chosen to visit because others who had visited indicated they had done a good job of ‘keeping true to their mission of a technical college.’ Bates has made a couple of adaptations in the move from technical institutes to a technical college:

(1) They offer technical degrees in three forms: Associate of Technology, Associate of Applied Science, and Associate of Applied Science - T (transfer emphasis). These associate degree options are being awarded to approximately 10 percent of their students, with the other 90 percent receiving certificates.

(2) Bates functions as an open-entry, open-exit competency based institution, as does UCAT, but awards credit based on the 'competency mastery' of an 'average student's hours' in the course. For accreditation purposes with Northwest, Bates has developed a clock hour to credit equivalency of 16.5 clock hours to one-quarter credit.

"What I thought was great is that they have found a way . . . to maintain their niche . . . and stay true to their technical mission."

President White: Shared two particularly significant points regarding Bates College:

- 1) Bates continues to serve high school students
- 2) Bates continues to offer three types of degrees, with under 10 percent of the student population pursuing these degrees

### III.F. MIS/SIS System Update (Tab X / Attachment C)

David Peterson: Updating the Board on the progress of the MIS/SIS system development since the last UCAT Board of Trustees meeting.

All nine UCAT campuses need to be on this new system by July 2006. The campuses continue to periodically review the progress of the system and submit questions of concern. "The system is flexible enough to allow people to focus on their strengths without allowing the system to dictate how people do business."

#### *Documentation*

There is a need for people to do some documentation so some students will assist in writing user manuals.

#### *Communication*

There is a monthly newsletter that goes out to update the status of the project, and also contains contact information. "In many ways, the contact list is the most important thing because . . . all the campuses and people working together is what is helping, with almost no staff and very little resources, to put this thing together."

#### *Fiscal System*

"The fiscal systems and how the tuition is calculated and how students are billed and money collected. Of the nine campuses, there are five different systems that are currently in use. After the transition to Northstar, there will still be five systems. That's an area that we spend a lot of time on. Tim (Smolka) is our primary developer and he's actually going to visit the fiscal officers at the different campuses that have concerns, and walk through with them and make sure that nothing falls through the cracks."

*Timeline Update*

December 1: Will have a proposal of the sequence of which campuses will implement the system when. "Right now there is a lot of discussion on how to bring historical data in. . ."

February - April: Will be a challenging period. "There will be a lot of training, a lot of data migration. . . but that's normal when you change over a system."

M. Dennis: Asked if there is a transition program available to electronically transition the data from the old to the new, or if the data will need to be input manually.

D. Peterson: "The demographic information for students, we can take and move over electronically. The historical information related to their schedules and which courses they've completed, each campus has done that so differently that in order to transfer it over and have it in a common database, we'd actually have to go through most campuses and input information before we could transfer it. So we're planning on archiving the information in the database that it's in right now, and have that available through queries to pull the data. But the students who are in the system will most likely have to go through and update their schedules and have our enrollment people put those in so they will transfer through."

D. Ipson: Asked if they will be running parallel systems.

D. Peterson: "We aren't planning on doing parallel but we will have a system in place for a couple months prior to July 1 so people can go in and test it, and if they want to double input and run parallel, they can. But we're not planning on doing that at each location right now."

**III.G. UCAT Board of Trustees Standing Committees' Update** (Tab Y)

Statewide Campus Development and Master Planning Committee

No updates.

Mission, Role and Accreditation Committee

No updates.

Funding/Services, Legislative Support Committee

No updates.

**III.H. UCAT President's Cabinet Report** (Tab Z)

No Report.

President White: Asked the Board to consider canceling the December 7 UCAT Board meeting. "We have looked carefully at our schedule and needs, and currently we have a meeting scheduled for December and that's a very busy month. We could skip the December meeting but I would suggest that you consider holding that date on your calendar in case some conditions change and require that we have a meeting."

***D. Ipson: MOVED approval to cancel the 7 December UCAT Board meeting unless circumstances change and require a meeting on that date. The motion was seconded by W. Woodward. Motion unanimously approved and carried.***

## ADJOURN

Vice Chair Holmes adjourned the UCAT Board of Trustees meeting at 11:51 a.m.

Next UCAT Board of Trustees meeting is scheduled for Wednesday, 4 January 2006.