

Change Advisory Board Minutes
Northland Pioneer College
April 24, 2014

Members Present: Deb Myers, Kim Crossland, Keila Derrick,
Deena Gillespie, Wei Ma, Rickey Jackson

QUORUM

Members Absent: Susan Olsen

Non-Voting Members Present: Linda Humes ,Valerie Brooks (recorder), Eric Bishop

Guests: Mark Juzwiak, Steve Peck, Mindy Neff,
Cindy Hildebrand

I. **Call to Order**

Meeting was called to order by Deb Myers at 1:03pm.

II. **Approval of CAB minutes of 3/20/14**

Discussion and correction of minutes

a. Kim Crossland **MOVED** to approve the minutes of 3/20/14

b. Wei Ma **SECONDED**

Deb Myers called for the vote (**passed**), and said the minutes are **APPROVED** as amended [discussion and corrections.]

Email address has been set up. The Recorder will post approved minutes in MyNPC, and forward to forwarded to NPC Head Librarian/Archivist (Stan Pirog). Minutes can be found under CAB on NPC web page.

“ARCHIVES – Identify as CAB – (date) – Minutes

Review of Change Request Forms

Agenda item under “Old Business ” for meeting of March 20. After this meeting, all updates will be presented under Item III in Agenda.

III. **(ACTION) Modification for Paragraph 6 of CAB Guidelines Document to assist in streamlining the CAB CM Form submission process.**

Eric Bishop reminded the CAB that anyone in the NPC community can submit a change form. He does feel that anyone suggesting a change should do the requisite “due diligence” in determining how said change may affect other college departments. As a result of this added research, the CAB should receive better proposals from the (community).

- a. Deena Gillespie **MOVED** to approve the changes to the CAB Guidelines as proposed by Eric Bishop.
- b. Keila Derrick **SECONDED**
Deb Myers asked for other discussion, called for the vote, and CAB Guidelines Document was **APPROVED** by **unanimous vote**.

IV. CAB Change Management Form Review (ACTION)

1. 03102014-1 – Inactive Student Filtering – Initially brought to CAB during meeting of March 24, 2014.

PROPOSAL: K. Sleighter explained that there are currently approximately 40,000 inactive use accounts in Jenzabar. Information Systems is in the process of determining a “cut-off” date for de-activating these accounts. Since Moodle migration will take place in June or July, accounts (probably) older than two years may be de-activated. As a result of this streamlining, the systems should operate more efficiently.

DISCUSSION: It was explained that those in the system who may have been in as students, tutors, etc., and who are now instructors, or working for the College in another capacity, will not be affected (disabled.) Current Moodle users will automatically be moved over to the updated system.

- a. Keila Derrick **MOVED** to have IS go forward with the testing and filtering of inactive student accounts.
- b. Kim Crossland **SECONDED**.
Deb Myers asked for any further discussion and called for vote. Change Form **03102014-1** was **APPROVED**.

2. 02242014-1 – Jenzabar General Permissions

OVERVIEW: Requestor Eric Bishop reports that, as result of audit finding, some employees in some departments have higher levels of permission than what should be required for their positions. He proposed that all department supervisors review permission levels, align them with job descriptions, and reset accordingly (and new ESAF forms submitted.) Access should be matched to job responsibility. This issue is described as “normal” (not urgent) and of medium priority.

IMPACT OF NON-ACTION: Those with high levels of permission could inadvertently (or maliciously) make changes in programs which could adversely impact areas of the College.

DISCUSSION: Mindy Neff reported that Information Systems is testing and monitoring. This process is nearly complete. Discussion made references to the various levels of permission needed for financial tables, as an example. Permission restrictions will be made upon department review.

Discussion and questions from committee.

- a. Kim Crossland **MOVED** to approve this change.
- b. Keila Derrick **SECONDED**.

Deb Myers asked for any further discussion and called for the vote. Change Form 02242014-1 was **APPROVED**.

3. **03132014-A – Grad Walk/Veteran Field Change**

Requestor Colleen Readell asked that one field in the Graduation Screen be updated from “Nurse Pinning” to “Veteran” in order to recognize veterans during Graduation. This change is described as a “normal” modification.

DISCUSSION: Eric Bishop explained that this request is described as the “re-purpose” of an existing field in Jenzabar. Kim Crossland asked if the prior name would cause a problem if IS attempted to update. Cindy Hildebrand explained that this was originally a drop-down field for “cap size” for the Nursing Program Graduation. This field was seldom used, so there is no existing data or a prior history. This field can be modified.

- a. Wei Ma **MOVED** to approve this change request.
- b. Kim Crossland **SECONDED**.

Deb Myers asked for further discussion, then called for vote. Change Form **03132014-A** was **APPROVED**.

V. **Review Six (6) Weeks of Blackout Calendar (ACTION)**

CAB committee reviewed the upcoming five weeks (April 21 – May 30, 2014) of the Blackout Calendar in Base Camp. **NO CHANGES** were entered.

VII. **Other Items**

Reviewed Status of CMF's:

02072014-1 - Status – **In production, resolving bug (Jenzabar update)**
03102014-2 - Status – **Completed (Student Update to Active Directory)**
03112014-1 - Status - **Completed (Username Generation)**

VIII. **Adjournment**

- a. Keila Derrick **MOVED** to adjourn the meeting.
- b. Deena Gillespie **SECONDED**.

Deb Myers called for the vote, **APPROVED** by unanimous vote. Meeting was adjourned at 2:19pm.