

**Change Advisory Board Minutes**  
Northland Pioneer College  
May 20, 2014

Members Present: Deb Myers, Keila Derrick, Susan Olsen, Deena Gillespie  
Wei Ma, Rickey Jackson

**QUORUM**

Members Absent: Kim Crossland (no proxy)

Non-Voting Members Present: Valerie Brooks (recorder)

Guests: Mindy Neff, Cindy Hildebrand

I. **Call to Order**

Meeting was called to order by Deb Myers at 2:16pm.

II. **Approval of CAB minutes of 4/24/14**

Discussion and correction of minutes

a. Kim Crossland **MOVED** to approve the minutes of 4/24/14 (as amended)

b. Susan Olsen **SECONDED**

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

III. **Status of Previous Change Request Forms**

A. **JICS Upgrade- 2072014-1**

Upgrade has been completed. Resolved.

B. **Inactive Student Filtering - 03102014-1**

No status update provided.

C. **Jenzabar General Permissions – 02242014**

No status update provided.

D. **Grad Walk/Nurse Pinning field change 20132014-A**

No status update provided.

IV. **Black-Out Calendar**

No changes were made to the Black-Out Calendar

V. **New Business**

1. **Update Cashier Bill Data Screen description – 05052014 – AS – 1  
(Ref. HEAT ticket 42987)**

**OVERVIEW:** Keila Derrick (for Requestor Kerri Larson)

requested verbiage changes in the Institutional Fees Screen, which would replace 'Tuition-In-Kind' to 'Miscellaneous Tuition Scholarship/Waiver'. ABE Tuition-In-Kind/Books would be updated to 'ABE Scholarship'. This change form is classified as "Normal" and of "Medium" Priority.

Ms. Derrick said that she did not see where this update would affect any other departments. This change is being requested to alleviate any "field confusion," since Cashiers in the field are already using this verbiage.

**Discussion:**

Ms. Neff of Information Services felt that all front offices/cashiers should be notified via email once the change is approved/implemented. Keila Derrick agreed--once change occurs, an email would go out to all campuses/centers notifying them of the change. **(ACTION ITEM)**

Wei Ma asked if this change would affect archived data. (IS said it would not.)

Susan Olsen **MOVED** to approve Change Request 05052014-AS-1.

Keila Derrick **SECONDED**.

Deb Myers asked for discussion, then called for vote. Form 05052014-AS-1 was **APPROVED**.

**2. Add Media Fee Access Request – 05052014 – AS – 2  
(Ref. HEAT ticket 43026)**

**OVERVIEW:** The College will now assess community members and students who are enrolled in less than three hours a media fee for WI-FI usage. As a result of this decision, Keila Derrick (for Requestor Kerri Larson) has asked for a description for the new Media Fee charge to be added to the Cashier Charges list (TOT code and Description). This change form is classified as "Normal" and "Medium" priority.

This change impacts Campuses and Centers, Registration, and the Business Office. By adding the TOT code to the existing list, it will eliminate the need to complete a Money Transmittal Form for each payment, a "miscellaneous" journal entry to move it over to another account, saving time. This also affects the library. There were also questions about the creation of passwords.

**Discussion:**

Question was asked about WIFI usage charges:

Daily Use - \$2.00 Semester fee - \$40.00

Rickey Jackson and Susan Olsen asked about codes for WIFI access. CAB needs clarification on handling students carrying one to three credits.

The general consensus was that there may be some issues with controlling public access.

Rickey Jackson **MOVED** to approve Change Request 05052014-AS-2. Susan Olsen **SECONDED**.

Deb Myers asked for discussion, then called for vote. Change Form 05052014-AS-2 was **APPROVED**.

**3. Cashier Charges – Menu Update 050602014 – AS - 1  
(Ref: HEAT tickets 42090 and 42091)**

**OVERVIEW:** Keila Derrick explained that this Change Form covers the removal of the Late Fee charge option (42090) and remove of the Late Fee Account Numbers from the Cashier Menu (42091), making these charges the sole province of the Registration Department. It was explained that the late fee is already assessed through on-line registration, with no need for second option to be available for someone to charge I the Cashier Charges list (TOT code) This change form is classified as “Normal” with a “Low” priority.

(Kerri Larson of Business Office requested this change in order to minimize clerical errors.) If this change is not made, (42090) students could be incorrectly charged on accounts, and the Business Office would be required to rectify recurring errors.

IS will test May 19 to May 21, 2014.

**Discussion:**

Susan Olsen expressed concerns about (Accounting) being able to match account numbers. It was clarified that the cashiers would still be able to match the account numbers directly against the “Account to post against” line in the form. There was other discussion.

Susan Olsen **MOVED** to approve Change Request 05052014-AS-2. Wei Ma **SECONDED**. Deb Myers asked for further discussion, then called for vote  
Change Form **05062014-AS-1** was **APPROVED**.

**VI. Additional Items**

- A. Rickey Jackson asked about possibility of using different meeting modalities, versus meeting in person for every meeting. Susan Olsen and Deb Myers explained that the College expects the CAB to meet face-to-face for the first few meetings. However, during the summer months, there may be fewer change forms. Also in cases where the change forms are fairly straightforward and detailed (IS) explanation is not required, it may be possible to meet in the Model Classroom (e.g.) It is expected that CAB meetings involving very detailed change forms will be face-to-face meetings.

**ACTION ITEM:** Make arrangements to have (some) CAB meetings by remote.

- B. Rickey Jackson informed the CAB that he would ask Eric Bishop if the Model Classroom might be available for the Summer 2014 CAB meetings, but that after review of the IS Schedule, Fall, 2014, is more likely.
- C. Susan Olsen reminded the CAB that Kim Crossland did not attend today's meeting, nor did she furnish a proxy. Olsen suggested that CAB members offer their suggestions, and their votes, **via email**. She believes that if the minutes, agenda, and new items are furnished in a timely manner before the next CAB meeting, CAB members can offer input and make their votes. ***ACTION ITEM:*** Discuss with Eric Bishop the possibility of submitting CAB member input via email. If this is a feasible proposal, will be necessary to add to the CAB Guidelines.

**VII. Adjournment**

- a. Susan Olsen **MOVED** to adjourn the meeting.
  - b. Deena Gillespie **SECONDED**.
- Deb Myers called for the vote. **APPROVED**. Meeting was adjourned at 2:50pm.

**Proposed Agenda for Next Meeting  
Thursday, June 19, 2014**

- I. Call to Order
- II. Review/Approve Minutes May 20, 2014
- III. Status of Previous Approved Change Forms
- IV. Changes to Black-Out Calendar
- V. Pre-Approved Items
  - A
  - B
  - C
  - D
  - E
- VI. Other Items
- VII. Adjournment