

Change Advisory Board Minutes

Northland Pioneer College

July 17, 2014

Scheduled 1pm – 4pm

Members Present: Deb Myers, Deena Gillespie, Kim Crossland,
Wei Ma

QUORUM

Members Absent: Rickey Jackson (no proxy)
Susan Olsen (no proxy)
Keila Derrick (no proxy)

Guests: Mindy Neff, Cindy Hildebrand, Linda Humes,
Ed Gentry, Kerri Larson

Recorder: Valerie Brooks

I. Call to Order

Meeting was called to order by Deb Myers at 1:00pm.

II. Approval of CAB minutes

Minutes for May 2014 meeting approved through email poll.
There are no minutes for June 19; CAB did not meet.

OLD BUSINESS

III. Status of Previous Change Request Forms – CAB Form Review

- A. 023132014 Grad Walk Veteran Field – Update Pending**
Cindy Hildebrand reports will email IS this afternoon (July 17)
for testing to commence.
- B. 05062014-AS-1 Late Registration Fee and Student Account
Number Updates – Passed / Updates Made in DBTrain and George.
Testing Requested.**
Mindy Neff reports that testing has been completed, and change
form needs Eric Bishop's signature in order to move to production.
- C. 05062014-AS-2 MFAR to Cashier – Passed**
Ms. Neff reports that testing has been completed, and change
form needs Eric Bishop's signature in order to move to production.
- D. 05052014-AS-1 Cashier Bill Data Screen – Passed**
Ms. Neff reports that testing has been completed, and change
form needs Eric Bishop's signature in order to move to production.
- E. 02242014 Jenzabar General Permissions – IN PROGRESS**
Ms. Neff reports the Executive approved this change on June 9,
2014. She says this is an ongoing process. She "removed everyone from

CARS PROG,” and has currently (updated) permissions for 27 out of 252 Jenzabar users.

- F. 03102014-1 Inactive Student Filtering - ONGOING**
Ms. Neff reports that this change will not move forward until Moodle comes in-house.

IV. Black-Out Calendar

No changes were made to the Black-Out Calendar

V. New Business

1. CAB CM Form Review

- i. 06052014-1AS - Replaced by 06052014-3AS (iii)**
- ii. 06052014-2AS - Cancelled Form from Student. Services**
- iii. 06052014-3AS Eliminate Out-of-County Affidavit field within Bill Data Screen of Cashier (ACTION)**

The purpose of this change was to bring the College into compliance with House Bill 2005: Students are no longer required to indicate that they are Apache County residents taking courses in Navajo County.

If this change is not made, the College will be out of compliance with State Legislation.

Records and Registrations and the Business Office are the two College entities which would be impacted. The Business Office has submitted change form 06052014-3AS to cover deletion of the Out-of-County field. [Records and Registration will also need to re-submit change form requesting removal of this field.]**ACTION**

Discussion:

CAB Committee was informed that the Business Office doesn't use the Out-of-Field, and that IR was okay with the change. The change will occur on August 1, 2014. Effective this date, the Out-of-County Affidavit form will no longer be used, but the College will continued to track Apache and Navajo county (enrollment.)

Kim Crossland **MOVED** to approve Change Request 06052014-3AS.
Wei Ma **SECONDED**.
Deb Myers asked for discussion, then called for vote.
Form 06052014-3AS was **APPROVED**.

2. **Discuss Replacements for one-year CAB Committee Members whose terms will end in September, 2014.**

Following one-year CAB members offered these suggestions for replacement:

- a. **Deena Gillespie** recommended *Beth Batson*.
Ms. Gillespie has already spoken with Ms. Batson, who has expressed an interest in serving on the Committee.
- b. **Wei Ma** will ask either *Jennifer Witt* or *Doug Seely* to serve.
- c. **Susan Olsen** was not present, but Chairman Myers suggested that either of Olsen's proxies—*MiAnna Tyler* or *Marcia Bennett*—would make suitable replacements.

Chairman Myers will contact Ms. Olsen concerning replacements. She will not draft the letter with recommendations to President Swarthout until all concerned have actually contacted prospective replacements. All new CAB members should be invited to the August, 2014, meeting. **ACTION ITEM**

Myers also reminded the committee that faculty will be paid for time spent on committee.

Ms. Humes asked if individuals could remain on the committee for consecutive terms, and Myers responded that turnover was encouraged for this particular committee.

VI. Other Items

- A. Rickey Jackson asked about possibility of using different meeting venues, such as Adobe connect. Chairman Myers said that Eric Bishop will offer recommendations on how less complicated meetings (with few agenda items) could be done remotely. This discussion is tabled until Mr. Bishop attends August CAB meeting.
ACTION ITEM: Make arrangements to have (some) CAB meetings by remote.
- B. Ms. Myers intends to use the tiered classroom in the Learning Center at SCC for future meetings.

VII. Adjournment

- a. Deena Gillespie **MOVED** to adjourn the meeting.
- b. Kim Crossland **SECONDED**.
Deb Myers called for the vote. **APPROVED**. Meeting was adjourned at 1:35pm.

Notes: The next CAB meeting will be held on, Thursday, August 21, 2014.