

Change Advisory Board Minutes

Northland Pioneer College

8-21-14

Scheduled 1pm – 4pm

Members Present:

Deb Myers, Susan Olsen, Kim Crossland,
Wei Ma, Rickey Jackson, Keila Derrick

QUORUM

Members Absent:

Deena Gillespie (Proxy Beth Batson via remote)

Guests:

Mindy Neff, Cindy Hildebrand, 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

One correction to minutes for July 17 meeting; minutes approved.

OLD BUSINESS

(Linda Humes has included status of change requests in the agenda)

III.

Status of Previous Change Request Forms – CAB Form Review

- i. **02242014-1 – Jenzabar Permissions** – Continues in progress
- ii. **03102014-1 - Inactive Student Filtering** – Continues in progress
- iii. **03132014 – Gradwalk Veteran Field** – Tested and Approved to go to CARSI
- iv. **05052014-AS1 - Updated Description fields in Cashier Bill Data**
Moved to live status, August 1, 2014
- v. **05052014-AS2 – Add Media Fee Access Request** – Moved to live, August 1, 2014
- vi. **05062014-AS-1 - Late Registration Fee and Student Account Number Updates** - moved to live status, August 1, 2014
- vii. **06052014-3AS** – Eliminate out of Navajo County Affidavit field within the Bill Data screen of Cashier – CAB approved; awaiting Executive Team approval.

NEW BUSINESS

IV. New CAB Change Form(s)

i. **Change Form 07172014-AS-1a**

Requestor is Deena Gillespie, Records and Registration Department.

Change is described as “normal”, with “low” priority.

Purpose is to make a **modification** to the address field within an existing table in order to track student addresses. This is a request to track field activity.

Justification: When a student makes an address change, this is captured in Address Field(1), which is readily visible. Records and Registration proposes adding an audit to a second address field (and adding Address Field(2) to their reports) in order to track in the event that the information in the first address field is inadvertently altered or deleted.

When the Address Field (2) is included in any activity on field, it will create before-and-after records for comparison.

Impact: Department may run data out of Id.rec . table.

Deleted or altered addresses would result in mailing errors, resulting in increased postage costs. If Address Field (2) is not tracked, Records and Registration cannot backtrack and correct that address field.

After discussion, Deb Myers asked for further questions, then called for the motion.

Kim Crossland made motion.

Susan Olsen **SECONDED**

Motion **PASSED.**

V. Other Items

A. VENUE CHANGE DISCUSSION

CAB revisited the possibility of utilizing different meeting venues, such as Adobe connect.

One possibility was FUZE, but not doable at this time because it requires individual set-up. There were no audio/video slots/model classroom available on Thursdays for Fall, 2015. Susan Olsen suggested Polycom, which can be accessed by calling in through 1-800-266-7845, and dialing 3060. Eric Bishop will offer recommendations on how meetings could be done remotely. This discussion is tabled until Mr. Bishop attends September CAB meeting.

Later Discussion: Possibility of having(some) CAB meetings by remote.

B. **CAB GUIDELINE REVISIONS**

CAB discussed the set-up of Board terms (some members serve for one year, some two, and some serve three years). Deb Myers suggested an amendment to CAB guidelines, recommending participants serve for three years instead of one or two years, (after this initial turnover of CAB participants), in order to maintain an appropriate rotation of members. Debbie Myers suggested that Kristine Sleighter's position should show as vacant, and wondered if Linda Humes should be shown as interim.

The following CAB members have served one year, and have recommended these individuals as replacements:

Wei Ma	-	Doug Seely
Deena Gillespie	-	Barbara Dixson
Susan Olsen	-	Marcia Bennett

Deb Myers will make updated CAB Guidelines available in Google.docs and asked the committee for additional input.

VI. **Review of Five (5) weeks of Blackout Calendar**

No revisions were made to the Blackout Calendar.

VII. **Adjournment**

a. Susan Olsen **MOVED** to adjourn the meeting.

b. Wei Ma **SECONDED**.

Deb Myers called for the vote. **APPROVED**. Meeting was adjourned at 1:35pm.

The next CAB meeting will be held on, Thursday, September 18, 2014.