

Change Advisory Board Minutes

Northland Pioneer College

9-18-14

Scheduled 1pm – 4pm

Members Present:

Kim Crossland, Rickey Jackson, Keila Derrick, Barbara Dixon
Leslie Wasson (proxy for Deb Myers), Marcia Bennett,
Doug Seely **QUORUM**

Members Absent:

Deb Myers (*She will return for next CAB meeting.*)

Advisory Members:

Eric Bishop, Linda Humes, Mindy Neff, Cindy Hildebrand,
Ed Gentry, Kerri Larson, Karen Hall, Ryan Taylor
Former CAB member Susan Olsen attended for
corrections to minutes, then left meeting.

Recorder:

Valerie Brooks

I. **Call to Order**

Meeting was called to order by Rickey Jackson at 1:00pm.

II. Rickey Jackson was appointed Interim Chairperson

III. Discuss and Identify Proxies for new CAB members

IV. **Approval of CAB minutes**

One correction to minutes for 8/21/14 meeting
Kim Crossland made motion to **APPROVE** minutes.
Keila Derrick **SECONDED**.
Minutes were accepted into the record.

V. **OLD BUSINESS**

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

A. **Status of Previous Change Request Forms – CAB Form Review**

- i. **02242014-1 – Jenzabar Permissions** – Approved by Executive Team. Continues in progress.
- ii. **03102014-1 - Inactive Student Filtering** – Mindy Neff reports that this project is On hold due to issues with Jenzabar and Moodle.
- iii. **03132014 – Gradwalk Veteran Field** – Completed and moved to Production.
- iv. **06052014-3AS** – Eliminate out of Navajo County Affidavit field within the Bill Data screen of Cashier – Business Office side of this change order has been approved by Executive Team. CAB will review the Records/Registration side of the change order today (September 19).

B. Discuss and Suggest additional changes to CAB Guidelines

Under **2. PURPOSE:** **2.2 Scope – Delete “The CAB”**

Under **APPENDIX C – Membership List:** Advisory Members Director of Administrative Systems Support currently showing Kristine Sleighter, will show **BLANK**. Eric Bishop also commented that this position title will probably be changed.

Under **Other Advisory Members** – Mark Vest will show as Dean of Students until the position is filled or (re-advertised/reclassified).

Under **Proxies:** Keila Derrick reports that she will ask Lauren Sedillo to act as her proxy.

Rickey Jackson recommended that changes to CAB Guidelines be added to the agenda for the next meeting as an *action item*. CAB will also identify proxies for the new CAB members during the October 23 meeting.

VI. Eric Bishop Discussed Alternative Meeting Venues for Future Meetings

In response to concerns expressed about travel time versus actual meeting length, Eric Bishop offered suggestions for alternative venues, with the caveat that CAB meetings which addressed (several) items will probably remain in a traditional meeting format (face-to-face.)

VENUE

1. Distance Learning Classroom – extremely limited number of slots available (Only one Friday opening was available at the time CAB was researching other options.) Rickey Jackson felt that the Model Classroom slots should be restricted to instructional purposes.
2. Conference Lines (7479)
3. FUZE connection (replaces Adobe Connect, which College does not plan to renew). Bishop explained that each CAB member can be set up with a free FUZE account. The Premium account is available for approximately \$100 per year, and up to 15 members may be linked without additional charge. FUZE has the audio built into the system; it is not necessary to use headsets. Up to 12 participants may utilize hi-definition Web-Cam and link at the same time.

Each CAB member should bring a laptop or iPad to the October 16 meeting. IS can set up FUZE for all members at that time.

Bishop also informed the CAB that it is possible for members to individually download FUZE.

NEW BUSINESS

VII.

New CAB Change Form Review

i. **Change Form 08142014-AS-1 – Out of County Affidavit, Field 2**

Requestor: Jake Hinton Records/Registration

Change: Type URGENT, Priority HIGH

Purpose: Feature removal/modification

Justification:

Compliance with new State Legislation; Out of County certification is no longer required for Apache County students who register for classes in Navajo County.

Impact:

Failure to remove this option from registration will put NPC out of compliance with new State legislation.

Discussion:

Barbara Dixson and advisory CAB members pointed out that the verbiage (Out of County Affidavit is a Yes/No question) in this change form applies only to the online registration, not the walk-in registration. Recommendation was made to have this updated in both Jenzabar and on the NPC website. Advisory members suggested that “walk-in” should be revised to read “Web” registration.

Leslie Wasson **made motion to approve** this Change Form, with updated language.

Kim Crossland **SECONDED**

Motion **PASSED**.

ii. **Change Form 08192014-AS-1 – Change L(ast)D(ay)A(ttended) language in F(ull) T(ime) S(tudent) E(quivalency)**

Requestor: Jake Hinton Records/Registration

Change: Type URGENT Priority HIGH

Purpose: Modification

Justification:

Compliance with AZDE.

Impact:

Change recommended in order to keep The College in compliance with State regulations, and to ensure that Faculty are properly entering FTSE data. Correct dates are necessary for Financial Aid to accurately determine fund returns. Also, in the case of an audit, FTSE may be used to determine institutional funding when students have withdrawn from classes.

Discussion:

Discussion addressed customizing the date field. As it currently exists, a last-attended date is required for both F and W grades. One CAB member reminded committee that in an instance where the student never attended (NO SHOW), this field is still requiring a date, necessitating a “fake” date – outside the range of normal dates-in order to complete the field. This is not considered a proper fix because any date entered would suggest that the student actually attended. It would then be necessary to staff to backtrack in order to verify non-attendance.

Doug Seely **made motion to table** discussion on this change form at this time, as it is not considered time-sensitive, and requires additional communication between Information Systems and Financial Aid before returning to CAB.

Kim Crossland **SECONDED**

VIII. Review five (5) Weeks of Blackout Calendar

During discussion, Eric Bishop displayed the calendar Base Camp, and said that he would rearrange the groups so that this calendar could be seen by the appropriate CAB members.

He explained the purpose of the blackout calendar to new CAB members: It is a request to for Information Systems to forestall/plan systems maintenance around the deadlines/activities of specific departments.

CAB noted that the next five weeks of the calendar are blacked out (September 22 – October 24) due to audits. Keila Derrick (Business Office) reminded (IS) that there will be auditors working with the College for the next several weeks. Kim Crossland (Financial Aid) stated that she has reports to run in Jenzabar, which she hopes to have submitted by September 25 (actually due by September 30.)

IX. No other Items were presented for discussion.

X. Adjournment

a. Keila Derrick **MOVED** to adjourn the meeting.

b. Doug Seely **SECONDED**.

Rickey Jackson called for the vote. **APPROVED**. Meeting was adjourned at 2:25pm.

The next CAB meeting will be held on, Thursday, October 16, 2014.