Change Advisory Board Minutes
Northland Pioneer College
12-18-14
Scheduled 1pm – 4pm

Members Present: Deb Myers   Rickey Jackson

                                    Barbara Dixson   Wei Ma   (proxy for Doug Seely)

                                    Kim Crossland   Marcia Bennett

                                    Keila Derrick   **<U>QUORUM</U>**

Members Absent: Doug Seely

Advisory Members: Ryan Taylor   Linda Humes

                                    Mindy Neff   Cindy Hildebrand,

                                    Kerri Larson

Recorder: Valerie Brooks

      I.   **<U>Call to Order</U>**

Meeting was called to order by Deb Myers at 1:10 pm.

      II.   Deb Myers presented the minutes for approval.

                     Kim Crossland made motion to **APPROVE** the minutes.

                     Keila Derrick **SECONDED.**

                     Minutes were accepted into the record.

      III.   **<U>OLD BUSINESS</U>**

           A.   **<U>Status of Previous Change Request Forms – CAB Form Review</U>**

Deb Myers polled the committee to see if anyone felt it would be beneficial to review all change review listed on the agenda. There were no reported status changes.

Item viii: 09112014-AS-1 Automate Missing SSN Field

       Barbara Dixson/Records and Registration had been asked during the October CAB meeting to monitor whether or not entering 999 caused any errors in reporting. Ms. Dixson reported that she had not heard of any problems, but IS (Mindy Neff) reminded the CAB that entering 999 (false) SSN is a data integrity issue, and that it made more sense to leave this field open rather than populating with unnecessary information.

<U>10/16/14 DISCUSSION – CHANGE ITEM 09112014-AS-1</U>

> *Advisory member Neff asked why this field is not just left blank on 1098 (forms). The 1098-T is a tax form indicating how much the student received in financial aid. Cindy Hildebrand explained that this practice was started in 1998, but the reason for inputting the "dummy" SSN has been lost. Eric Bishop said he*

wondered if this is a business process which is still necessary. Kim Crossland explained that it is still possible to process some reports which do not have "real" SSN's. However, all students must supply an SSN in order to apply for FAFSA. By law, students are not required to supply Social Security Numbers to Records and Registration during the enrollment process. As long as the student has an NPC identification Number, he or she can register for classes. Barbara Dixson from Records informed the CAB that there is no protocol in place for checking the validity of SSN's. Mindy Neff reminded CAB that missing SSN's (either because the student refused to supply or could not provide) was a data integrity issue which could result in (Federal) fines. Barbara Dixson said she would ask Beth Batson in Registration NOT to enter filler SSN's (999-NPC ID) for a couple of weeks to see how this affects anything.

Eric Bishop concluded that this change form should be re-submitted as a process change. He asked members of the Advisory group to return to Records and Registration for a stronger rationale in the new change form, and said the CAB needed additional information on how this process might impact other departments (such as the Business Office.)

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Deb Myers suggested denying Change Form 09112014-AS-1.

Rickey Jackson made motion to **DENY** this change request.
Kim Crossland **SECONDED.**
Deb Myers called for the vote. Change Request was **DENIED**
Records and Registration will now leave the SSN field when no number is provided.*.*

IV.   **NEW BUSINESS**

i.   **Change Form 11052014-AS-1 – Add "0" to the lab field**

Requestor:	**Barbara Dixson**	**Records/Registration**
Change:	**Type NORMAL**	**Priority LOW**
Purpose:	**New feature**	
Justification:	Records/Registration has been instructed to add a default zero in lab field when adding a class in catalog maintenance. The "0" adds a value to an otherwise blank field and indicates that no lab number has been assigned.	
Discussion:	(Background) NPC has individual classes such as ENL 101, which have single section numbers for each class assigned at any given location. *Individual courses* have the zero value	

in the lab field.   NPC also has multi-labs, in which *several different courses* may be assigned under a single Lab (such as TLC classes). Records proposed that the default zero be used as a place holder in an attempt to prevent human error. (Lab fields could be missed when classes are entered.)

IS countered that this was also a data integrity issue, and referred to Eric Bishop's notes in the Change Request. He would recommend that the supervisor or originating manager to contact IS if this is moved forward.

Myers and Jackson also reminded CAB that by entering a zero in a multi-lab, there is the potential for adversely affecting student registration.

IS advisers countered that it would be better to deny this change report and generate a report for missing lab numbers which Records can compare and correct manually. Either way— with the default zero, or an error report, it will still be necessary for Records to manually correct any errors.

Deb Myers proposed that this Change Request be **denied** on the basis of the valid concerns addressed in discussion before the vote.

Kim Crossland made motion to **DENY** this change request.
Keila Derrick **SECONDED**.
Deb Myers called for vote, and this change request was **DENIED.**

ii.   **Change Form 11122014-AS-1 – Alternative Payment for Kids College**
        Requestor: **M. Ellison/J. Bremer   Business Office**
        Change: **Type NORMAL   Priority MEDIUM**
        Purpose: **Modification**
        Justification: (History)   NPC has received complaints from parents who are registering their children for Kid's College. Under the current system, grade-school children are registered like traditional college students, given student identification numbers and email addresses, and entered into Jenzabar. Some parents have become frustrated with the volume and complexity of paperwork required and elected not to enroll their children in this program.

The Business Office has attempted to streamline the registration process by adding a TOT code/Description in the Cashier SA (Young participants would no longer be registered through Jenzabar.)

Discussion: Wei Ma explained that a new process needed to be found for registering Kid's College to replace the current less efficient, labor-intensive registration.

Rickey Jackson wanted it noted for the record that—by removing Kid's College registration from Jenzabar, the College could lose some valuable data on the instructional side of the house.

Marcia Bennett stated that the reason for the change form was simply to add the TOT code; this does not address (student data collection.)

CAB was informed that Financial Services and Financial Operations Vice President have already made the decision to move the payment process into Excel or MOODLE.

In addressing Rickey Jackson's concerns, Wei Ma suggested that the historical data can be compiled manually, with the instructor being responsible for gathering the data. Deb Myers said that it would be important to collect first/last names, birthdates, and racial demographics

Deb Myers asked if CAB had any further questions concerning adding the TOT code to the field, and called for the vote.

Marcia Bennett **made motion to APPROVE** this change form**.** Kim Crossland **SECONDED.** There were no further questions, and motion **PASSED by majority vote,** contingent on Eric Bishop's signature and delivery to Executive Team**.** Rickey Jackson DISSENTED.

iii. **Change Form 11132014-AS-1 – Update Entry Screen for ASU-TAG Program**
Requestor: **Paul Hempsey** **Records & Registration**
Change: **TYPE NORMAL PRIORITY MEDIUM**

Purpose:	**Modification**	

Justification: The TAG Students entry screen allows
15 character entry. The display screen
has space for 10 characters. Records
is requesting to update the length of
field.

Impact: There is a potential for error in coding.

Discussion: Mindy Neff said that Records would need
to contact ASU; IS will run test files to insure
that the field expands correctly.
Deb Myers said that the test plan should
be added to the change form.

Keila Derrick made **MOTION TO
APPROVE** this change.

Kim Crossland **SECONDED**. Deb Myers asked for further
discussion and called for the vote. Change Form **APPROVED**,
contingent on Eric Bishop's signature and delivery to
Executive Team.

    iv.   **Change Form 11142014-AS-1 – Sbcust Audit Error – Remove** Out of
County Affidavit field from the Cron job

Requestor:	**Keila Derrick**	**Business Office**
Change:	**TYPE NORMAL**	**PRIORITY MEDIUM**
Purpose:	**Modification**	

Explanation: A program error is generated because Cron job
audit is searching for an Out-of-County Affidavit
Field which no longer exists. Since the field
contains historical data, proposal is made to
update the Cron job audit report so that it
does not include the out/Cty field.

Impact: If the Audit is not updated, the report will
continue to generate Sbcust Audit Errors in
Jenzabar.

Discussion: There was some discussion concerning the
feasibility of implementing this change.
Deb Myers then called for the vote.

Wei Ma made **MOTION TO APPROVE** this change.
Marcia Bennett **SECONDED**. Deb Myers asked for further
discussion and called for the vote. Change Form **APPROVED**,
contingent on Eric Bishop's signature and delivery to
Executive Team.

V.   **Review of Blackout Calendar December 18 through February, 2015**
                    REQUESTED BLACKOUT DATES
Financial Aid and the Business Office

December 18	December 19	December 20
December 22	December 23	

Records and Registration, Instruction (R. Jackson)

January 8, 2015	Class cancellations
January 12 – 16	First week of class

Business Office
          1098's – will advise (dates)
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Information Services has these periods scheduled

January 10, 11	SMO's
January 24, 31	SMO'S
February 7	End of Year Reports

VI.   **Other Business Items**

This meeting was conducted via remote. The consensus was that this first attempt was fairly successful. CAB will continue to meet remotely if there is available space on the AV Schedule. The 2015 Spring Schedule may affect the CAB meeting schedule (Per CAB Guidelines, meetings are set for the third Thursday of each month. The January meeting has been set back one week because week of January 16 is the first week of Spring Semester.)

VII.   **Adjournment**

    a. Marcia Bennett **MOVED** to adjourn the meeting.
    b. Wei Ma   **SECONDED**.
    Deb Myers called for the vote. **APPROVED.**
    Meeting was adjourned at   2:13pm.

The next CAB meeting will be held on Thursday, January 22, 2015.