

Change Advisory Board Minutes

Northland Pioneer College

1-22-15

Scheduled 9:30am – 12:00pm

Members Present: Deb Myers Rickey Jackson
Keila Derrick Doug Seely
Marcia Bennett

<QUORUM>

Members Absent: Kim Crossland (no proxy attended)
Barbara Dixson (no proxy attended)

Advisory Members: Ryan Taylor Linda Humes
Mindy Neff Cindy Hildebrand,
Kerri Larson

Recorder: IS Recording

- I. **Call to Order**
Meeting was called to order by Deb Myers at 9:35am.
- II. Amended December minutes will be available for approval at the February 19 CAB meeting.
- III. **OLD BUSINESS**

A. Updates to Tracking Sheet

CHANGE FORM NUMBER	TITLE	STATUS
11132014-AS-1	TAG	Completed
08142014-AS-1	OUT OF COUNTY AFFIDAVIT	Completed

B. CAB CM Form Review

CHANGE FORM NUMBER	TITLE	ACTION
08192014-AS-1	Change LDA Language in FTSE/Final Grade Entry	This change form does not have Mark Vest's signature, and will be returned to Instructional Council for review.

IV. NEW BUSINESS

- i. **Change Form 12162014-AS-1** – Direct Deposit/ACH payment for Accounts Payable

Requestor: Donna Soseman – Business Office
Change: **TYPE** NORMAL **PRIORITY** MEDIUM
Purpose: New Feature
Explanation: By enabling this auto-feature, will expedite reimbursements/payments to employees and vendors.
Impact: If not enabled, will still be necessary for the Business Department to issue paper checks via the US Post Office.
Discussion: Limited to description of change form.

Deb Myers then called for the vote to accept this change form.
Rickey Jackson made **MOTION TO APPROVE** this change.
Marcia Bennett **SECONDED**. Deb Myers asked for further discussion and called for the vote. Change Form **APPROVED**.

Caveat from IS Advisory members: Implementation of this change request is contingent on successful testing with vendors/banks.

V. Review of Blackout Calendar January through February 2015
REQUESTED BLACKOUT DATES

Records and Registration, Instruction (R. Jackson)

Week of February 27 through March 7
(last week of eight-week classes)

Business Office

1098's – will advise (dates)

Information Services has these periods scheduled

January 21, 22	SMO'S
January 24, 31	SMO'S
February 7	End of Year Reports

VI. No Other Business Items were discussed.

VII. Adjournment

- Doug Seely **MOVED** to adjourn the meeting.
- Keila Derrick **SECONDED**.
Deb Myers called for the vote. **APPROVED**.
Meeting was adjourned at 10:00am.

The next CAB meeting will be held on Thursday, February 19, 2015.