

**Change Advisory Board Minutes**

Northland Pioneer College

2-19-15

Scheduled 9:00AM – 12:00pm

**Members Present:** Deb Myers Rickey Jackson  
Keila Derrick Doug Seely  
Marcia Bennett Kim Crossland  
Barbara Dixson

**<QUORUM>**

**Members Absent:**

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

**Recorder:** Valerie Brooks

- I. **Call to Order**  
Meeting was called to order by Deb Myers at 9:00am.
  
- II. Amended December 18, 2014, minutes will be available for approval at the March 19 CAB meeting.  
  
Rickey Jackson made motion to **APPROVE** January 22, 2015, CAB minutes.  
Doug Seely **SECONDED**.  
Deb Myers called for vote. Minutes were **ACCEPTED** into record.
  
- III. **OLD BUSINESS**

**A. Updates to Tracking Sheet**

|    | <b>C F NUMBER</b> | <b>TITLE</b>               | <b>STATUS - Discussion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|-------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i  | 02242014-1        | Jenzabar Permissions       | <b>IN PROGRESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ii | 03102014-1        | Inactive Student Filtering | <b>ON HOLD</b><br><i>IS reports that the Moodle server, built by Eric Bishop for NPC (Remote-Line would not sign a contract with Jenzabar) is "just sitting there."<br/>This change form has not been addressed within the year. Rickey Jackson stressed that if we do not have access to technology, this impacts instruction. He recommended that Wei Ma, the Technology Committee, and Information Systems re-address this issue and return to Instructional Council for more discussion.</i> |

|      |               |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|---------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| iii  | 03102014-2    | Student Update to Active Directory   | <b>ON HOLD until APRIL 2015</b><br><i>This change form lacks only (implementation of) Google Mail in April, 2015, to be complete.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| iv   | 08192014-AS-1 | Change LDA Language/FTSE             | <b>Added as Action Item to 2/27 IC Meeting</b><br><i>This Change Form has been added to the Instructional Council Agenda as an <b>ACTION ITEM</b> for Friday, February 27. R. Jackson felt that the CAB needs to go into more detail concerning the 1899 date (proposed as flag in the LDA field.) IS Advisory panel suggested that 1899 can be typed into the field, but Jackson countered that any time there is a requirement for manual entries, there will be more opportunities for error. Adjuncts/enrollment unfamiliar with the process may be unsure of how to fill out the field. IS said it sounds like customization is preferable in this case.</i> |
| v    | 09172014-AS-1 | PCN Update for Payroll               | <b>NO CHANGE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| vi   | 11122014-AS-1 | Kid's college                        | <b>COMPLETE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| vii  | 11142014-AS-1 | SBCUST Audit Errors                  | <b>COMPLETE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| viii | 12162014-AS-1 | Direct Deposits for Accounts Payable | <b>CAB Approved 2-19-15.</b><br>Per IS, in test during week of February 23.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**IV. NEW BUSINESS**

- i. No new Change Forms were submitted for review.

**V. Review of Blackout Calendar February through March 2015**

Eric Bishop has added IS Advisory Members, Mindy Neff, Cindy Hildebrand, Ryan Taylor, Kerri Larson, and Linda Humes to the Blackout Calendar. Since Eric created the calendar, he is currently the only one who can add or remove users.

Deb Myers wanted to know what it would take to (clone) the Calendar so that CAB Chairperson could amend the calendar. Linda Humes will assist her in setting up a calendar, and will try to create a calendar using the CAB email address. It was also suggested that a generic user could be added.

Deb Myers explained that Doctor Swarthout had intended to be present for the meeting to stress the importance of CAB representatives working with their departments in order to give IS timely information for blackout dates, six weeks in advance.

## REQUESTED BLACKOUT DATES

Records and Registration, Instruction (R. Jackson)

**Week of February 27 through March 7**

(last week of eight-week classes)

**March 16, 17, 18**

State FTSE Reporting

Business Office

Information Services

### VI. Other

Deb Myers reports that she has updated CAB Guidelines:  
Marcia Bennett's proxy is now Pam Dominguez.

Rickey Jackson and Deb Myers discussed populating the CAB member calendars in Outlook. Linda Humes explained how to link between Basecamp and Outlook. She said she will also add a five-minute meeting reminder.

### VII. Adjournment

- a. Marcia Bennett **MOVED** to adjourn the meeting.
- b. Doug Seely **SECONDED**.  
Deb Myers called for the vote. **APPROVED**.  
Meeting was adjourned at 9:35AM.

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