

**Change Advisory Board Minutes**  
 Northland Pioneer College  
 4-16-15 9:00A - 12:00pm [scheduled]

**Members Present:** Deb Myers Rickey Jackson (left at 9:15a for another mtg.)  
 Keila Derrick Doug Seely  
 Marcia Bennett Kim Crossland  
 Barbara Dixson Mike Colwell

**<QUORUM>**

**Members Absent:** -----

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

**Recorder:** Valerie Brooks

- I. **Call to Order**  
 Meeting was called to order by Deb Myers at 9:00AM.
- II. Approval of minutes of 3/19/15  
 Kim Crossland made **MOTION TO APPROVE**.  
 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> - <i>Neither Rickey Jackson or Doug Seeley recalled this as an agenda item for Instructional Council.</i>
iii	03102014-2	Student Update to Active Directory	<b>NO CHANGE (ON HOLD-Google Mail delayed until May 11.)</b>
iv	08192014-AS-1	Change LDA Language/FTSE	<b>IN PROGRESS - <i>This Change is in TEST.</i></b> <i>Cindy Hildebrand will work with faculty (Seely) to insure that these changes can be smoothly implemented.</i>
v	09172014-AS-1	PCN Update for Payroll	<b>NO CHANGE ( ON HOLD – Awaiting decision from HR/Payroll )</b>
vi	12162014-AS-1	Direct Deposits for Accounts Payable	<b>IN TEST.</b>

IV.

**NEW BUSINESS**

i. **Change Form 2162015-AS-1 – Advisor Menu in Jenzabar**

(Previously TABLED on March 19, 2015 pending clarification from Student Services. According to IS Advising Team, the changes are:

- 1) *The signatures page has been included.*
- 2) *IS has included comments.*

**Requestor:** Josh Rogers  
**Change:** (NORMAL) **Priority:** (LOW)  
**Purpose:** (MODIFICATION)  
**Justification:**

Student Services requests Jenzabar modifications to the Advisor's options.

Requestor Rogers requested deletion of specific folders: Display Degree Audit, Print Audit Table, Display Transfer Courses, and Display Pre-Transfer CRs and also recommended moving the Print Student Transfer Crs up to the Advisor Menu.

Requestor says these options are not needed for campus and center advisors and managers.

**Impact:**  
See discussion.

**DISCUSSION**

IS Advisor Hildebrand felt that the rationale presented was not specific, and that this change form could be approved with minor adjustments to the (description/rationale) language.

She explained that this is in essence a request to "clean up" this particular menu: In the past, campus advisors assisted in building the degree audits. This is no longer the case. Any physical changes to degree audits are done within the scope of Records and Registration, accessible only by password.

The Student Advising Menu is a (printable) display.

Other departments cannot/do not have the capability to update in "Degree Audit" and "Reports," so these options should not show as menu choices. The change management form spells out in detail the NPC departments/users who may still print out degree audits.

Rickey Jackson thanked the panel for clarification, and said, based on this information, he would vote in favor of **approving**

this change form. He then excused himself to attend another appointment.

Deb Myers suggested that CAB vote on this change form with clarification: “I believe we can approve this change form based on the fact that (other departments) do not use/need these options. Also, this change form should be approved with the Option to ***Print Student Transfer Crs*** moved up to the Advisor Menu.”

a. Keila Derrick made **MOTION TO APPROVE**.

b. Kim Crossland **SECONDED**.

Deb Myers called for the vote. This change form was **APPROVED**.

**V. BLACKOUT CALENDAR**  
**REQUESTED BLACKOUT DATES THROUGH END OF SEMESTER**

<b>Mindy Neff - Information Services</b>	<b>To Be Determined</b>	<b>Jenzabar migration to new domain</b>
<b>Marcia Bennett – Records and Registration</b>	<b>April 25, 2015 – April 30 2015</b>	<b>Fall Registration begins on April 27.</b>
<b>Rickey Jackson - Instruction</b>	<b>May 1, 2015 – May 15, 2015</b>	<b>Students completing classwork. Instructions submitting grades.</b>
<b>Kim Crossland – Financial Aid</b>	<b>May 9, 2015 – May 13, 2015</b>	<b>Financial Aid processing.</b>

**VI. Other**

Deb Myers reports that she has updated CAB Guidelines:

- Jeremy Raisor has been added as Director of Enrollment Services.
- Josh Rogers has been added as Director of Student Services.
- Doctor Swarthout has recommended appointment of Mike Colwell to the CAB. Mr. Colwell’s term will run from this meeting (April 16), until August, 2017. Mr. Colwell has been asked to select a proxy by the next meeting.
- Marcia Bennett reported that she is leaving in June, and will check with proxy Pam Dominguez to see if she can cover. Also Deb Myers will need to discuss a replacement from Front Office personnel with Doctor Swarthout.
- Rickey Jackson, Kim Crossland, and Keila Derrick’s terms will end with the July 16, 2015 meeting. They have been asked to make recommendations for replacements. (These will also need Presidential approval.) These new CAB members will attend the July 16 meeting.
- Deb Myers has already provided current CAB members with proposed meeting dates for June, July, and August 2016. We will continue to use BRIDGIT for the summer meetings.
- The September 2016 CAB meeting will be held face-to-face at SCC.

**VII. Adjournment**

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

**The next CAB meeting will be held on Thursday, May 21, 2015.**