

Change Advisory Board Minutes

Northland Pioneer College

5-21-15 9:00A - 12:00pm [scheduled]

Members Present: Deb Myers Rickey Jackson
 Keila Derrick Wei Ma (proxy for Doug Seely)
 Marcia Bennett Kim Crossland
 Mike Colwell MiAnna Tyler

<QUORUM>

Members Absent: Doug Seely
 Barbara Dixon

Advisory Members: Linda Humes Cindy Hildebrand
 Mindy Neff Ryan Taylor

Guests: Ann Hess, Marketing Department, SCC

Recorder: Valerie Brooks

- I. **Call to Order**
 Meeting was called to order by Deb Myers at 9:00AM.

- II. Approval of minutes of 4/16/15
 Kim Crossland made **MOTION TO APPROVE**.
 Keila Derrick **SECONDED**.

 Deb Myers called for vote. Minutes were **ACCEPTED** into record.

III. **OLD BUSINESS**

A. **Updates to Tracking Sheet**

	C F NUMBER	TITLE	STATUS - Discussion
i	02242014-1	Jenzabar Permissions	IN PROGRESS.
ii	03102014-1	Inactive Student Filtering	Wei Ma suggested that this change request should be put ON HOLD until a new IS Director is put in place.
iii	03102014-2	Student Update to Active Directory	NO CHANGE (ON HOLD)
iv	08192014-AS-1	Change LDA Language/FTSE	IN PROGRESS - <i>This Change is in TEST. IS Advising: " This is a change in how instructors enter information. Jenzabar "didn't like the 1899 date. A 1/1/1900 date is currently in test."</i>
v	09172014-AS-1	PCN Update for Payroll	NO CHANGE (ON HOLD - Awaiting decision from HR/Payroll)
vi	12162014-AS-1	Direct Deposits for Accounts Payable	IN TEST. Awaiting response from bank(s)
vii	02162015-AS-1	Advisor Menu in Jenzabar	In Executive Team Awaiting Approval
viii	03022015-AS-1	Update Official Transcript Address Fields	In Executive Team Awaiting Approval

IV. NEW BUSINESS

i. Change Form 04132015Rev-AS-1 – Add “opt in” option for texting students NPC information

Requestor: Ann Hess/Jeremy Raisor Marketing/R&R
Change: (URGENT) **Priority:** (HIGH)
Purpose: (MODIFICATION)

Marketing/Records and Registration wants to add an option to transmit text messages (by capturing cell phone numbers) in the online registration process, and also on the screen used for walk-in registration.

Justification:

By offering students an additional option for communication with the College, students can be made aware of more school activities, deadlines, etc., via text messaging services. It is believed that this method might be more effective than the current email system, which is being utilized by only a very small percentage of students (3 percent).

In addition, increased communication could support retention efforts and the PASS initiative.

Impact:

Diminished communication between students and the College.
Lower retention as a result.

DISCUSSION

There were concerns that students would not want unsolicited emails (spam). Ms. Hess explained that there is a process in place by which the student can stop any unwanted communication.

Text messages are limited to 140 characters. Longer bulletins and messages are not emailed: For example, the student might receive a text reminding them about financial aid deadlines. He or she would then be directed to the NPC website for more information.

Cell numbers would be (collected) during the first week of class, at mid-term, and at the end of semester, and retained in Excel spreadsheet.

This change cannot be executed until it is reviewed by IS, goes into test, and is approved by President Swarthout/Executive Council.

- a. Rickey Jackson made MOTION TO APPROVE.**
- b. Mike Colwell SECONDED.**

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

V. **BLACKOUT CALENDAR**
REQUESTED BLACKOUT DATES

Rickey Jackson Instruction	May 30 and May 31, 2015	Weekend before classes begin-- Instructors are loading information for summer classes.
Rickey Jackson Mike Colwell - Instruction	June 1 – June 5, 2015	First week of summer courses; requesting no updates which would impact Moodle or MyNPC.
Cindy Hildebrand Mindy Neff Information Systems	TBD (weekend upgrade)	System upgrades to Database and Java, estimated eight to twenty hours.
Cindy Hildebrand Mindy Neff Information Systems	Weekend of June 13, 2015	Disaster and Recovery Testing, Jenzabar upgrades.
Kim Crossland – Financial Aid	August 3 – August 7, 2015	Financial Aid disbursements for Fall 2015.
Keila Derrick Business Office	TBD – State Audits are just beginning; no dates are set	State Audits.

VI. **Other**

Deb Myers reports that she has updated CAB Guidelines:

- Page 5 – Meeting Time (1 to 4pm) will be omitted. CAB will show meeting on Third Thursday of every month.
- A second proxy is needed for Mike Colwell.
- Ed Gentry, Eric Bishop, and Ryan Taylor have been removed from tables.

Ms. Myers will send out an email detailing changes to the CAB Guidelines for approval at next CAB meeting.

VII. **Adjournment**

- a. Kim Crossland **MOVED** to adjourn the meeting.
- b. Keila Derrick **SECONDED**.
- c. Deb Myers called for the vote. **APPROVED**.
- d. Meeting was adjourned at 9:38AM.

The next CAB meeting will be held on Thursday, June 18, 2015.