

Change Advisory Board Minutes
 Northland Pioneer College
 6-18-15 9:00A - 12:00pm [scheduled]

Members Present: Deb Myers MiAnna Tyler
 Keila Derrick Donna Krieser (proxy for Mike Colwell)
 Kim Crossland

<QUORUM>

Members Absent: Rickey Jackson
 Barbara Dixson
 Doug Seely

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

Recorder: Valerie Brooks

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

- II. Approval of minutes of 5/21/15
 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	TESTING completed Tuesday, June 16. IN PRODUCTION.

viii	03022015-AS-1	Update Official Transcript Address Fields	IN PRODUCTION
ix	04132015Rev-AS-1	Change Form 04132015Rev-AS-1 – Add “opt in” option for texting students NPC information	IN PROGRESS

IV. NEW BUSINESS

- a) Vote to approve updated CAB guidelines postponed until July meeting.
- b) No new CAB Change Forms presented at this meeting

**V. BLACKOUT CALENDAR
REQUESTED BLACKOUT DATES**

Keila Derrick Business Office	Monday, June 22, through Thursday, June 25	State Auditors on site
Cindy Hildebrand Mindy Neff Information Systems	6pm, Friday, July 10 through Sunday, July 12	System Updates
Kim Crossland – Financial Aid	August 3 – August 7, 2015	Financial Aid disbursements for Fall 2015.

VI. Other

- Deb Myers has tabled voting on approval of changes to CAB Guidelines until the next CAB meeting; there will be several (participant) changes between June and July.
 1. Ed Gentry has accepted another position with IS, and will be added to list of Advisory Members in CAB Guidelines
 2. Linda Humes, suggested --due to the turnover in IS-- that CAB Guidelines be updated to reflect the *titles* of Advisory members only.
- Motion was made to recommend Beulah-Bob Pennypacker as the replacement for Kim Crossland. Ms. Crossland’s last meeting is in July. Kim Crossland made **MOTION TO APPROVE**. Donna Krieser **SECONDED**. All CAB members voted in favor of this motion. Ms. Pennypacker will become Crossland’s replacement contingent on President Swarthout’s approval.
- At the time of this meeting, no one has been hired to replace Linda Humes. Ms. Humes did not believe that a replacement would be hired until the new IS Director is in place. Deb Myers has volunteered to take over Ms. Humes’ CAB duties in the interim.
- Guests Mindy Neff, Cindy Hildebrand, and Kerri Larson reminded the CAB that they are not actually Advisory members.

VII. Adjournment

- a. Donna Krieser **MOVED** to adjourn the meeting.
- b. MiAnna Tyler **SECONDED**.
- c. Deb Myers called for the vote. **APPROVED**.
- d. Meeting was adjourned at 9:30AM.

The next CAB meeting will be held on Thursday, July 16, 2015.