

Change Advisory Board Minutes

Northland Pioneer College

10-16-14

Scheduled 1pm – 4pm

Members Present: Deb Myers Rickey Jackson
Barbara Dixson Doug Seely
Kim Crossland Susan Olsen (proxy for Marcia Bennett),
Keila Derrick <QUORUM>

Members Absent: Marcia Bennett

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

Recorder: Valerie Brooks

I. **Call to Order**

Meeting was called to order by Deb Myers at 1:05 pm.

- II. Deb Myers presented the minutes for approval.
Doug Seely made motion to **APPROVE** the minutes.
Kim Crossland **SECONDED**.
Deb Myers **ABSTAINED** (not present for the meeting.)

Minutes were accepted into the record.

III. **OLD BUSINESS**

A. **Status of Previous Change Request Forms – CAB Form Review**

Deb Myers reviewed status of Items *i through v* of under “CAB Form Review. Linda Hume has updated the tracking sheet in the Google.doc’s.

Item vi.: 08192014-AS-1 [Change LDA Language in FTSE/Final Grade Entry]

DISCUSSION:

- *System recognizes 12-31-1899 as the date which is manually entered into the Last Day Attended field. This date (over 100 years) indicates that the student was a no-show or dropped the course before classes began.*
- *It is necessary to enter an actual date (provided by instructor) if student drops after class begins*
- *Kim Crossland reminded the CAB that these dates are important in the awarding (and return) of Financial Aid.*
- *Advisory CAB members Hildebrand and Neff noted that the discussion for this change form has deviated from the description/request outlined in the change form. They advised that this request will actually involve a system change in Jenzibar.*

- Kim Crossland also noted that it would be necessary to “re-educate” instructors in the way they entered these dates.
- Discussion concluded with the decision to create a new change form after consulting with Records and Registration and Financial Aid
- Rickey Jackson mentioned that he will bring this change form up at the next Instructional Council meeting. Cindy Hildebrand will also attend.
- Records will develop a short paragraph explaining the reason for this change, for presentation to IC.
- This change form was originally submitted as urgent because FTSE requires dates and instructor signature. Kim Crossland reiterated that actual no-show dates are necessary for accurately processing Financial Aid awards.
- *Hildebrand reminded CAB that there is a menu option which allows instructor to enter drop date and last day attended.*
- Eric Bishop said he would talk to Mark Vest about (creating a new change form) . He will suggest that Change Form (08192014-AS-1) be withdrawn, and anew CAB change form should be developed and brought back to the CAB.

B. Discuss and Suggest additional changes to CAB Guidelines

Under 3. 2. : All initial terms are staggered, and terms are now three years. (paraphrased – please refer to CAB Guidelines). New CAB members Doug Seely, Marcia Bennett, and Barbara Dixson will serve three-year CAB terms

Under **APPENDIX C – Membership List: Advisory Members**

Director of Administrative Systems Support currently showing Kristine Sleighter, will show **BLANK**. Eric Bishop also commented that this position title will be changed to Coordinator of Administrative Support Systems.

Advisory Member Changes:

IS Lead Technician – *Ed Gentry*

Dean of Students – *VACANT*

(This position has been reclassified)

Director of Enrollment Services – *VACANT (advertised)*

Director of Student Services – *VACANT (advertised)*

Eric Bishop suggested that both these positions should be included as CAB Advisory Members.

Coordinator of Administrative Support Systems position is also *VACANT*, and will be included under CAB Advisory Members.

C. Identification of Proxies

Barbara Dixson (Records and Registration)

Proxy: Mark Vest (will show until new director is chosen)

Alternate: Beth Batson

Doug Seely (Instruction)

Proxy: Richard Harris

Alternate: Wei Ma

Keila Derrick (Business Office)

Proxy: Lauren Sedillo

Alternate: Tanya Hayes

Marcia Bennett

Proxy: Susan Olsen

Alternate: MiAnna Tyler

There are no changes to proxies for returning CAB members.

Doug Seeley made a **motion to ACCEPT** the changes to CAB Guidelines
Kim Crossland **SECONDED**. Changes were **APPROVED**. Deb Myers will
make changes to CAB Guidelines.

Rickey Jackson made a **motion to APPROVE** the new proxies.
Keila Derrick **SECONDED**. Proxies were **APPROVED**.

D. Meeting Venues:

Discussion:

Decision was made not to use FUZE, which Eric Bishop says was originally
a free source for up to 15 people, and now only allows three participants before
it begins charging.

The CAB explored Google Hangout, which can link up to fifteen EDU users
via video.

There was further discussion at utilizing the CIS LAB at specific locations,
with others attending via remote. Deb Myers is checking availability in CIS and
BUS labs. Speaker phones are available, so recorder would be able to pick
up (conversation). It was suggested that locations could be connected through
the IS Conference room at PDC.

CAB members agreed that the length of the meeting, number of change
forms, etc., would determine the meeting (mode). Lengthy meetings
will be held face to face.

Meeting venue will be determined on a case-by-case basis.

Eric Bishop says IS will establish a BRIDGIT link up between these locations:

WMC – Computer Lab

PDC – IS Conference Room

LCC – Office of Developmental Services

SCC – Computer Lab

Deb Myers will contact Bonnie Pastorini to reserve Room 111-113 WMC.

IV.

New CAB Change Form Review

- i. Change Form 09112014-AS-1 – Automate missing SSN field**
Requestor: Beth Batson Records/Registration
Change: Type NORMAL, Priority LOW
Purpose: New feature

Justification:

It is necessary for Rec/Reg. to manually enter fictitious Social Security Numbers (999-NPC ID number) for students who either do not have an SSN, or who have elected not to provide the number. If Jenzabar automatically populates this field, it saves keystrokes, and reduces opportunities for human error.

Impact:

Incorrectly entered numbers could cause processing delays. It takes extra time to manually enter the numbers.

Discussion:

Advisory member Neff asked why this field is not just left blank on 1098 (forms). The 1098-T is a tax form indicating how much the student received in financial aid. Cindy Hildebrand explained that this practice was started in 1998, but the reason for inputting the “dummy” SSN has been lost. Eric Bishop said he wondered if this is a business process which is still necessary. Kim Crossland explained that it is still possible to process some reports which do not have “real” SSN’s. However, all students must supply an SSN in order to apply for FAFSA. By law, students are not required to supply Social Security Numbers to Records and Registration during the enrollment process. As long as the student- has an NPC identification Number, he or she can register for classes. Barbara Dixson from Records informed the CAB that there is no protocol in place for checking the validity of SSN’s. Mindy Neff reminded CAB that missing SSN’s (either because the student refused to supply or could not provide) was a data integrity issue which could result in (Federal) fines. Barbara Dixson said she would ask Beth Batson in Registration NOT to enter filler SSN’s (999-NPC ID) for a couple of weeks to see how this affects anything.

Eric Bishop concluded that this change form should be re-submitted as a *process change*. He asked members of the Advisory group to return to Records and Registration for a stronger rationale in the new change form, and said the CAB needed additional information on how this process might impact other departments (such as the Business Office.)

Keila Derrick **made a motion to TABLE** this Change form

in order to give Records and Registration more time to research. Kim Crossland **SECONDED**.

Deb Myers asked CAB members if there was further discussion, and MOTION TO TABLE PASSED.

ii. **Change Form 9162014-AS-1 – Advisor Screen major1 date field Removal.**

Requestor: Deena Gillespie Records/Registration

Change: Type NORMAL Priority LOW

Purpose: Modification

Justification:

Records says this is an extra step which is not required. This field has already been removed from the Records/Registration, but was not removed from the Advisors' screen.

Impact:

By deleting this field, the records for Records and Advising will align (show identical information).

Discussion:

Eric Bishop wondered if the information provided by this existing field could be used for data capture which might be useful to the Quality Initiative(Student retention/success). The consensus was that the degree date is the only date which is used by various college departments; the Major1 date is not used. Kim Crossland said that Financial Aid is notified of changes in degree choices.

Kim Crossland **made motion to APPROVE** this change form. Doug Seely **SECONDED**. There were no further questions, and motion **PASSED**.

iii. **Change Form 09172014-AS-1 – PCN Update for Payroll**

Requestor: Sharon Hokanson Human Resources/Payroll

Change: TYPE NORMAL PRIORITY HIGH

Purpose: Modification

Justification:

HR believes this modification will improve data integrity. Each position number has an accounting number attached. The screen modification would allow for corrections (such as additional notes).

Impact:

Kerrie Larsen explained that this is a cleanup process in Human Resources/Payroll which will not change current reporting. It will effectively show what jobs are paid out of what accounts.

Discussion:

Advisory members explained that this modification will require the customization (expansion) of a Jenzabar field on screen. Eric Bishop reminded CAB that Human Resources

would need to be cognizant of the history of positions (past position numbers and descriptions).

Kim Crossland made **MOTION TO APPROVE** this change. Keila Derrick **SECONDED**. Deb Myers asked for further discussion and called for the vote. Motion **PASSED**.

V. Review five (5) Weeks of Blackout Calendar

CAB members from the Business Office and Financial Aid reported there are no blackout periods during the next five weeks. Keila Derrick reported that audits and on-site visits will conclude in November.

Rickey Jackson requested blackout from the end of Thanksgiving week (November 28 through the last week of classes (December 5, 2014).

Eric Bishop says IS will go ahead with a planned lockdown (testing CX firewall in Jenzibar on October 24. Notification will be sent to ALLNPC.

VI. No other Items were presented for discussion.

VII. Adjournment

- a. Doug Seely **MOVED** to adjourn the meeting.
- b. Rickey Jackson **SECONDED**.
Deb Myers called for the vote. **APPROVED**.
Meeting was adjourned at 3:15pm.

The next CAB meeting will be held on Thursday, November 20, 2014.