

Change Advisory Board (CAB) Charge

Purpose

The Change Advisory Board (CAB) plans, organizes, controls, executes, and monitors changes that affect the McLennan Community College (MCC) Enterprise Resource Planning application (ERP). Change management encompasses all components and activities required to direct additions, modifications, and deletions to systems, processes, and Ellucian Colleague technical capabilities.

Each member of the Change Advisory Board (CAB) will:

- Represent the college community in change decision-making, change prioritization, and issue resolution;
- Review and approve changes, such as updates to the project requirements and scope; and,
- Provide guidance as needed to help the Administrative Systems team adhere to the college's goals and recommendations for changes.

Guiding Principles

The Change Advisory Board (CAB) will operate according to the following principles:

- Communicate frequently, clearly, and directly – The CAB will keep the community and stakeholders up to date via multiple channels.
- Provide strong governance – The CAB will prioritize changes quickly and decisively within defined processes and structures.
- Be decisive – The CAB will make decisions in a timely manner to meet the needs of the service. The CAB may authorize a temporary solution to solve an immediate issue, while having the Administrative Systems team continue to work on a more permanent solution.
- Ensure transparency of decisions – All decisions made by the CAB will include a statement of the issue, the various solution options, the major consideration factors, and the impact of the decision. These decisions will be documented in meeting minutes and will be made available to the college community.
- Apply enterprise thinking – Change decisions will consider the best interest of the college while considering constraints in time and resources.

Responsibilities and Deliverables

Review of changes from a customer perspective: The requested changes and deliverables will be presented to the CAB for review of the impact upon customers and related departments and units. The CAB will be expected to prioritize and provide feedback as representatives for the entire college community affected by the change or service.

Guidance and review: The CAB will review and approve changes and receive regular updates on the progress of those changes.

Meeting attendance: CAB meetings will be scheduled monthly for reviewing, approving, and scheduling changes.

Decision-making

To the extent possible, CAB change decisions will be consensus-based. However, when consensus is not reached within a reasonable time, the service owner will escalate the issue to the CAB Chair for resolution.

A quorum of five voting members must be present. An exception is in the event of an emergency change which can be approved by the chair if a quorum cannot be made. If the chair is unavailable, the Chief Information and Technology Officer may approve the change.

Duration

This CAB will be active until further notice. Membership can be updated at any time.

Chair Assignment

The initial chair of this committee will be Mario Leal. After one calendar year, the committee will vote from its membership for the next chair. The tenure of a chair will last one calendar year. A person may not be the chair for consecutive years. The chair may not be a member of the Administrative Systems team.

The chair does not vote; but, must break any ties. The chair may also make decisions in the event of an emergency and the CAB cannot meet. The chair facilitates scheduling of the meeting with the Manager of Administrative Systems.

Membership

- Brad Christian, Arts & Sciences
- Karen Clark, Admissions and Recruitment
- Ethan Craig, Information Systems and Services (Non-voting)
- Glynnis Gaines, Health Professions Radiologic Technology
- Frank Graves, Workforce & Public Service

- Don Hurst, Information Systems and Services (Non-voting)
- Sandi Jones, Financial Aid
- Missy Kittner, Human Resources
- Mario Leal, Information Systems and Services (Chair)
- Tina Lyles, Advising and Career Services
- Grayson Meek, Financial Services
- Devon Mitchell, Information Systems and Services (Non-voting)
- Vickie Peterson, Information Systems and Services (Non-voting)
- April Robinson, Financial Services
- Holly Surginer, Student Records and Registration
- Stephen Thun, Information Systems and Services (Non-voting)
- Jodi Tindell, Purchasing and Auxiliary Services
- Laura Wichman, Institutional Research

Revision History

Version	Date	Updater Name	Description
0.5	10/30/2023	Vickie Peterson	Initial draft completed.
0.6	11/21/2023	Mario Leal	Edits.