Installment Plan Meeting Minutes
July 8, 2013

Attendees: Chien Shih, Nazy Gayolan, Joe Lampo, Rachel Tai, Bret Watson, Susan Malmgren, Sherri Mines, Bill Baldwin, Kathleen Moberg, Tom Roza, Kevin Harral, Scottie McDaniel, Jerrick Woo and Kari Elliott (note taker).
On Conference Call: Matt Fine (TouchNet) and Natalie Bankus (TouchNet).

1. Team Recommendations – waiting for Steering Committee approval.
   - Installment fee decision; team recommends $25 per quarter.
   - Recommend not rolling balance for installment plant to next quarter.
   - Charge $50 installment fee for 3 quarters; incentive for students to stay more than 1 quarter.
   - Do not charge students late fees or interest.
2. Training schedule – July 9-11, 2013.
   - Able to use test IDs and passwords; ready for training.
   - System will not allow 2 payment plans per term; only 1 campus code per student.
3. Business Data Gathering Worksheet – final review.
   - ACH Merchant Info – completed, sent to TouchNet.
     - Need test file to send to bank during testing.
   - Bill+Payment Customers 'from address'.
     - Can only have one email address; use group email for both campuses.
   - Setup Manager Questionnaire – review & finalize.
   - Team members approve and finalize Business Data Gathering Worksheet.
4. Technical Update.
   - Test environment ready for training.
   - Tested connectivity; firewalls have been updated.
   - Working on single sign on; not necessary for training.
     - Working on LDAP with TouchNet.
     - Matt Fine will provide requirements and contact from another school by July 12, 2013.
5. Milestones.
   - July 18, 2013 – user testing.
   - August 14, 2013 – user testing and sign off.

Take Away Items:
1. Matt Fine will provide requirements for LDAP and a contact from another school using LDAP by July 12, 2013.