

Installment Plan/Pay to Stay Meeting Minutes August 26, 2013

Attendees: Chien Shih, Bret Watson, Scottie McDaniel, Tom Roza, Bill Baldwin, Susan Malmgren, Rachel Tai, Joe Lampo, Jerrick Woo, Sherri Mines, Nazy Galoyan, Henry Jung, Kevin Harral, Nina Van (conference call), Matt Fine (TouchNet, conference call), Natalie Bankus (TouchNet, conference call) and Kari Elliott (note taker).

1. ACH File update.
 - Sent test file to Bank of America; waiting for confirmation from Bank of America.
 - Automate process for ACH – complete by August 28, 2013.
 - Sign off user acceptance testing once ACH file testing is complete.
2. Test in Production August 29, 2013.
3. Go Live Check List.
 - Communication to Students.
 - Cashiers office draft message to give to marketing departments at colleges.
 - Message will include links to video and user guide.
 - Test migration to Production – August 28, 2013.
 - Test Production August 29, 2013; Natalie will be available on standby.
 - Complete testing of like aid year.
4. Issues for Steering Committee.
 - Refund \$25 installment fee for BOG students?
 - How to identify and refund?
 - Real time drops require customization from TouchNet – TouchNet may not be able to do.
 - Concurrent students will be charged \$25 enrollment fee twice.
 - Should fee be waived for one college and how to decide which college?
5. International Students will only be charged \$25 enrollment fee for down payment – Both colleges agree.