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

1. Review Last meeting minutes
2. Review ACH progress
3. Review production migration status

   Training Video for installment plan
   http://youtu.be/Qj06jwmN-Cg

4. Review Go Live checklist

Installment Plan/Pay to Stay Meeting Minutes
August 19, 2013

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

1. Steering Committee has Approved:
   - Installment fee of $25.
   - Not rolling balance forward into installment plan.
   - $50 installment fee for 3 quarters.
     o More research/discussion needed to implement.
   - No interest fees or late charges.
   - Go live with installment plan starting Fall quarter.
   - Implement drop policy for Winter quarter.
     o Recommend continuation of weekly meetings to discuss.
2. Other issues/concerns for Steering Committee:
   - Real time drops require customization from TouchNet – waiting for quote.
   - Charge international students $25 only for down payment or $25 plus 1/3 down like domestic students.
   - Should installment fee of $25 be refunded when approved for BOG?
     o No, BOG is only for enrollment fees.
   - Concurrent students will be charged $25 enrollment fee twice.
     o Should fee be waived for one college and how to decide which college?
     o Need Steering Committee decision.
3. Finalize file transfer process for ACH; make sure file is correct.
4. Automate process for ACH – TouchNet is working on, will not be ready by August 22, 2013.
5. Single sign on almost ready; may not be ready by August 22, 2013.
6. Need to create webpage for links to colleges for Important Information.
   - Currently only has link for Foothill college.
   - Need to have link for both colleges.
7. Recommendation to push go live date back from August 22, 2013.
   - Finish testing by August 23, 2013.
   - Configure production platform by August 29, 2013.
   - **Go Live September 3, 2013 – both colleges agree.**
     o Would still allow 2 drops for nonpayment, September 10th and September 13th.
8. Go Live Readiness:
   - Balance/credit does not apply to installment balance.
     o Credit will apply in overnight process.
     o Students will need to pay prior balances before enrolling classes or installment plan; will have a hold on account.
     o Recommend not changing current apply/unapply process.
     o Will need to resolve in future.
   - International students can see 3 plans; international and domestic.
     o Change label; clearly mark International Students only.
     o Hide options from drop down menus.
     o Send out message to students and clarify in documentation.

Foothill-De Anza Project Status Report

TouchNet Project Lead	TouchNet Tech Lead	TouchNet Consultant	Client Project Lead
Matt Fine	Rani Kaur	Natalie Bankus	Chien Shih

Project Description	This initiative is to introduce Bill Payment Suite (including Payment Plan Manager) for an August 22nd go live for Fall payments.

Green	Yellow	Red	Project Health Description
■			Need to: sign off on user acceptance testing; setup the production environment to match test configurations; complete testing of automated ACH file.

Issues (List in Priority Order)

Description	Status	Responsible	Priority

Upcoming Tasks

	Description	Responsible	Due
🟥	Complete Development of Important Info Page (1 page for both)	FHDA Functional/Tech	8/22
🟥	Complete Payment Plan Testing	FHDA Functional Team	8/22
🟥	Signoff on User Acceptance Testing	Chien Shih	8/23
🟨	Complete Configuration of Production	FHDA Functional Team	8/29
🟩	Go Live	Everyone	9/3
🟩	Setup Automated Process for Sending ACH Batch File to Bank	TN Software Team	9/3

Accomplishments

Description	Responsible	Date
Completed TBP Install in Test	Rani Kaur	6/19
Opened Firewalls to Allow Traffic to Flow between School and TN	Rani Kaur / Tom Roza	6/21
Installed the DAD and ran the Stored Procedures in Test	Tom Roza	6/21
Completed Training	Natalie Bankus	7/11
Provided Quote for Automating the Delivery of ACH file to the Bank	Matt Fine	7/16
Sent ACH Batch File to the Bank	FHDA Financial Team	7/30
Finalized Payment Plan Policies	FHDA Functional Team	7/31
Installed the DAD in Production and Ran BannerConnect Stored Proc.	FHDA Technical Team	7/31
Opened Firewall to Allow Traffic to Production DAD	TN Software Team	8/5
Completed Testing of Bill Payment Suite	FHDA Functional Team	8/8
Tested Connectivity in Production and Everything is Working	Rani Kaur	8/12
Setup and Tested Single Sign-on Functionality for Students	Matt R. / Joe L.	8/26

Milestones

Date	Description	Status
6/28/13	Data Gathering Information Completed	7/1/13
7/5/13	Installation in Test Completed	7/5/13
7/18/13	Begin User Acceptance Testing	7/15/13
8/23/13	User Acceptance Testing Sign-Off	
8/29/13	Configuration of Production Completed	
9/3/13	Go-Live	
9/16/13	Project Sign-Off	