

Pay to Stay Kick Off Meeting Minutes

June 10, 2013

Attendees: Chien Shih, Nina Van, Kevin Harral, Nazy Gayolan, Joe Lampo, Rachel Tai, Bret Watson, Susan Malmgren, Kathleen Moberg, Tom Roza and Kari Elliott (note taker).

1. Regular meeting schedule.
 - Meet every other week June-July 2013.
 - Meet every week August 2013.
 - Conference call with Touchnet June 19, 2013, 9-10am.
2. Project Objectives.
 - Install Touchnet installment plan by August 23, 2013.
 - Will drop nightly once installment plan goes live – September 4, 2013.
 - Begin drops after Financial Aid refunds (September 3, 2013).
 - Reasons for drops – Cashiers’ offices need to discuss and agree (both colleges).
 - Balance vs. partial courses – more discussion needed.
 - Owes \$50 or \$100 – more discussion needed.
 - Drop by detail codes.
 - Add message to waiting list about paying for classes.
 - Send out emails to students week after August 23, 2013.
3. Steering committee – Policy Issue/Decision.
 - International students down payment 50%, all other students 33%.
 - Charge installment plan fee once every quarter or for year?
 - BOG fee waiver approved, will not charge enrollment fees.
 - If BOG has not been approved and student signs up for installment plan, course fees will be refunded if BOG is approved; need policy on whether to refund installment plan fees.
 - If enrollment fees had been paid and BOG is approved, fees will be refunded.
 - Financial Aid charge back may cause students being dropped from the class, there is no notification for the charge back to students.