1. Late Fees – Information from Pat Seaworth has been sent out. Late fees were discussed and issues with Payment plan incentives. The enrollment fee on Payment plans in some cases may be more than the late fee which will discourage the use of Payment plans. A flat late fee cannot be charged. A 1.75% fee and an additional carrying charge after 60 days may be charged per 830.1. PeopleSoft late fees do not accurately calculate percentage on late fees. The Student Payment Policy will be amended to include these new changes.

2. NDU Refund Outstanding Balance Report – Chelsea reported on an issue she has had with the Refund Outstanding Balance Report. Chelsea proposed Marie reviews how the report is pulling balances. The report should pull based on charges from prior semesters. If the net amount for the student is a charge then the student should appear on the report. Chelsea will write up the detail and submit a ticket then an extension will be added to the current DR.

3. Institution set assigned to Visitor role – Angela discussed giving new students the Institution set as a visitor role so the students can pay at any steps in the Housing/Admissions process. This has been tested and has been approved for Development.

4. Direct deposit information – student self service – NDSU has been checking into options for refunds. Karin proposed that students enter in their own direct deposit information. PeopleSoft currently does not allow this option. Concerns were raised about inaccurate data being entered by students and funds coming back due to the inaccurate data. There are other concerns about deletions and inactivation’s. Angela is checking if PeopleSoft has plans to add this as an enhancement.

5. TouchNet billing statement email – Chelsea has edited the TouchNet billing statement email. Dee is checking the number of characters allowed for the statement. Dee mentioned in her email which headings can be changed. The amount due heading cannot be edited. Chelsea suggested to add Pay Online now and will send out the changes.

6. Course/Class Fee report and Crs/Class Fee set up – Angela sent an email on April 1st about the table set up and graying out course and class fee set up that is past at a minimum of two semesters. Suggested to keep the current row and one existing previous term rows. Currently orphan data and reversals are an issue. Angela will move ahead with writing up the DR for approval.

7. Term fee-gray out prior years – The prior year term fees fields will be grayed out as a safeguard. The current term and one previous term will remain open. A separate DR will be needed for each table change. Review on the other tables will occur and be brought to the next month’s meeting.

8. Inactivating DDP records with active previous rows – Kraig opened a PeopleSoft case and Oracle suggests inactivating all old records. When adding a new row the previous row should be inactivated prior to the new addition. A ticket will be raised for a technical request regarding clean up of the old rows.

9. Remove Student permissions from view in student self-service - Tabled until next meeting.

10. Disabling previous TouchNet terms - Currently there is a long drop down list of previous terms. Clean up of the previous terms was discussed along with the confusion that may occur when students pay. Joanne made a motion to clean up prior to term 0810. LaDonna 2nd the motion. Chelsea will write a ticket for this request. Each campus will review outstanding data to determine the number of online account payments would be impacted on graying out more recent terms before the next meeting.
11. TouchNet listserv – Dee will be creating a new listserve so more detailed information regarding TouchNet can be shared.

12. Marketplace/TouchNet Privacy Policy – New agreements from BND were sent out. There were concerns raised regarding privacy. The privacy statement should be consistent across institutions however these need to be entered separately. Dee, Lisa, and Carrie will work together to draft a privacy policy.

13. Financial obligation agreement – Many other schools are following this and it will give institutions help during the collection process. This will need to be in conjunction with other Departments such as registration/records.

14. Identifying different waiver types – tabled until next meeting.

15. Cashiering – need to select charges to pay and select multiple account types – UND and NDSU lost the functionality with the new Oracle bundle. A modification will be looked at by Dee, Marie, and Angela. The ticket will be re-opened.

16. ND HEUG Conference – Discussed if a conference would like to be held. The last conference was held March 2009. Provides an opportunity for campuses to get together and discuss issues. A year and a half would be a good time period for each conference. The end of 2010 was suggested for the next conference. A representative from each user group would be necessary along with topics to be discussed. The group will brainstorm on topics to be shared for the next meeting.

17. Campus Community update – meeting was not held.

18. Reschedule May’s meeting - CS will be at BSC and the meeting will be re-scheduled for May 19th. Meeting in person was suggested.

19. Development requests – Marie went through the spreadsheet. Judy discussed a new query to find tuition charges by location for a student. A workgroup is being set up to start on this query. Marie went through four processes now in Stage for user testing: Course and class fee charge audit report, Pay online link, Group post delete process, and Item type set up default. Credit History run control is being worked on that allows the due date to be used. There are additional queries on the list that are pending.

Meeting Adjourned at 11:30 am
Next Meeting: May 19, 2010