Present: BSC, DSU, LRSC, MASU, MISU, NDSCS, NDSU, UND, VCSU, Campus Solutions-Angela, Deidre, Marie, Kraig, and Jennifer

Absent: Dakota, WSC

General Agenda Items:

- **In-person user group meeting** – Angela spoke about having a face to face meeting since we normally have one each year. Discussion on if this was going to be in addition to the HEUG conference. Angela thought it should be separate. Others want to make sure that we have a full agenda so that the meeting would be worthwhile for everyone to travel. After some discussion it was decided that the first part of October would be the best unless something else comes up that is urgent.

- Jennifer stopped by to update us the ConnectND Oversight Committee Meeting that occurred last week. It was an update on major projects and a review of the current organizational chart that has been in place. Jennifer has also been reviewing the user group guidelines

- **MKP Privacy Policy** – Dee had sent out a draft to be reviewed that had been compiled. Dee explained that in the setup that uPay sites and uStores sites are different as uStores are a global privacy policy and uPay sites have to manually enter the URL for the website. Group moved to approve the draft and have it taken forward for final approval before submitting to Touchnet. The group also discussed a need for a campus-wide privacy policy. Jennifer and Dee will do some more research and see what is available.

- **Late fees** – New changes on the policy have been sent to the board and approved as presented. Schools discussed how they were going to change their business practices with it differing between the schools. Pat Seaworth has stated that we can charge an enrollment fee for payment plans but didn’t provide the amounts. Schools question if they’ll continue with payment plans as the enrollment fee might be higher than the 1.75% late fee. Angela suggested that if anyone has questions please send them to her and she'll take them to Jennifer and Mick and see how they can be addressed. It was also mention that Pat Seaworth was going to work on developing a “Procedure” and the schools are hoping that they will be involved with the developing of this.

- **Collections Tracking Report** – Ann will be sending out an email explaining two different reports they are looking for and see if other campuses would use them too and what else could be added to them. One report would be for collection process for analysis of bad debt and the other would be for collection process for accounts going to collections.

- **Add Org Quick_Post to Cashiering role and permission list** – Angela noticed on one of her campus visits that the cashiering role was allowed to quick post for a student but not a corporation. Group approved that Angela could add quick post for a corporation to the cashiering role.

- **Update waiver item types** – Angela sent out an email to the group regarding changes the universities will need to do to help the board identify waivers. Angela’s email breaks down the keywords, short descriptions, and long descriptions that will be used. All campuses are asked to map their keywords for all waivers that apply to tuition using the KEYWORD 3 by July 16th in the stage environment so that testing can be completed. If you are not sure what category your waiver falls under, schools should contact the board office for clarification. Eventually all itemtypes will
need to be renamed to have the word “discount” instead of waiver but the schools can wait until for information comes out on that.

- **Campus Community update** – Ladona spoke that the meeting had been cancelled but our next one is to be July 7th. Jennifer did let the group know that she’d met with Mary Bergstrom and Rohit to see how the memberships should work and how this group should operate as it is a different style of group. Campus Community should be talking more about that at their next meeting.

**Development Requests:**

- **Proposed development for tuition waiver resolution for the system office** – Marie had a few questions regarding the following requests. After some discussion all three requests were approved to move forward with the agreed changes.
  - NDU_0040_SF – mod for Tuition Waivers by Item Type query – query would use the long description for the value and the name would be changed to Tuition Discount by Ethnicity Report
  - NDU_SF_0177 – mod for Tuition Waiver Category query – query would use the long description for the value and the name would be changed to Tuition Discount Category
  - NDU_SF_0186 – new query: Item Type Code query – Marie will look at what fields we have been using and use those for now.

- **UND Perkins query to Production** – Chelsea told us that UND has a private query that they use but like to see it made public. Chelsea will submit their query to Marie to review and compare against the financial aid query that exists.

- **Query to list all SF queries with purpose/prompts** – Angela thought it’d be helpful for us to know what is out there as we may not use them every day.

- **AR Aging prompt by ID type** – Chelsea was asked if this could be run by the ID type as some only want to look at External Orgs. Suggestion was that it could be set up as an optional prompt. Group approved for Chelsea to submit a DR request to Marie

- **Service indicator change on aerospace outbound file** – Chelsea needs the group’s approval for this change as it will take the developer’s time away from other projects. Group approved for Chelsea to submit a ticket.

- **Review current DR listing** – Marie went over the current DR listings and asked how testing was going. After she went through all of them the group decided to have the waiver reports be moved to the top for priority.

**Other:**

- Janet reported that the North Dakota National Guard would be willing to do a presentation at the HEUG conference if we wanted them to.

- Dee reported that she will be doing a Touchnet email load soon. After some discussion, the group requested that Dee run this once a month so that students that haven’t accessed Touchnet would still get the email reminder when an ebill was submitted. Dee would also look into getting nonstudent emails loaded for the schools that do billing that way for them.

Next Meeting: July 28, 2010  
Next Minutes: Lake Region  

Minutes respectfully submitted:
Janet Reisenauer
Dickinson State University