

<b>Meeting Name:</b> GCC-SIS College Implementation Committee	<b>Date:</b> August 28, 2006
<b>Meeting Host(s):</b> Mary Lou Massal & Matt Ashcraft	<b>Note-Taker:</b> Laura Krueger
<p><b>Attendees:</b> James Morris, Regis Della-Calce, Marco Vasquez, Ruth Kambic, Don Scott, Ellen Neel, Caron McNicholas, Yolanda Bon, Kim Olson, Matt Ashcraft, Jim Waugh, Jeff Glemba, Carol Greenwalt, Diana Maalouli, Theresa Hilding</p> <p><b>Absent:</b> Alberto Sanchez, Brenda Nelson, Connie Labuhn, Charles Jeffery, Connie Sherman, Deb Krumtinger, Dawn Meyer, DeeDee Denslow, Dorene Kessler, George Martinez, Justine Bruce, Jim Daugherty, KC Hundere, Mark Edgar, Mary Ann Estopeyan, Mary Trudeau-Ames, Paulette Schnyder, Richard Lang, Sue Murry, Suzy Cutler</p>	
<b>Meeting Summary</b>	
<ol style="list-style-type: none"> <li>1. Project Oversight Group (POG) Update No report – Group will be meeting in September</li> <li>2. CIT Manager Meeting Update             <ol style="list-style-type: none"> <li>2.1. Maricopa Dashboard Report While viewing the District Dashboard, it would appear the project is slightly behind schedule. Consultants have been hired and are being brought up to speed. The plan is to be back on track by Sept 28.</li> <li>2.2. Strategies to Involve Students Proposal The handout was reviewed. Mary Lou noted a similar plan will be put in place for faculty involvement. The main focus will be to provide for a shift from a provider-based to on-line self service. A suggestion was made to add a piece about the student payment/invoice. Mary Lou noted that the marketing timeline is not yet set. The overall feeling of the group is the plan with the addition of a strategy to test the student reaction to the payment/invoice is good.</li> <li>2.3. Make-A-Payment/Student Invoice/Payment Plan <u>Make-A-Payment:</u> Regis reviewed the Self-Service pages for a student to make payments. There are two options for the allocation level; Option 1: By Charge and Option 2: by Term.  With Option 1: By Charge, the student can pay all or a portion of each charge listed. The student can choose what to pay. One issue with this option is that the class fees are not listed near the tuition for a particular class and the student may “miss” making the full payment for a class, and thus creating a partial payment that could cause a purge.  Option 2: Pay by term does not give access to individual charges but the student can choose to pay less than the full amount. A note will appear on the header page noting that partial payments may cause the student to be purged. Suggestion was made to add a statement that partial charge can be made as long as full payment is made by due date. With the Term Payment, partial payments will be applied to “oldest” debt first. This could result in a Summer debt being apid when the student intended to pay for the Fall term.  Questions asked included: Can due date and refund date be added to the page? Can the “Pending Financial Aid” tab be removed? Can the wording of “zero out amounts” be changed to</li> </ol> </li> </ol>	

“reset”. Where will “Payment Plan” button be?

Invoice:

Regis noted that the cost of programming to create a one-page invoice outweighs the benefits for students. The one-page invoice can only be produced with a next day batch and would have to be mailed to students. Mailing costs would rise. In addition, if we must have a one-page invoice, the go-live date will be pushed out further.

Regis noted with the 8.9 version, access to what the student sees in Self-Services is also available to the authorized staff. We will be able to go directly to see what the student sees.

A message will appear on the front page that the refund dates vary according to the start date of the class.

Suggestion was made to remove the “Future Due” from the Account Summary.

Student input/feedback is needed on the payment portion of the process.

Payment Plan:

Beginning in October, a new payment plan will be implemented. For a \$20.00/semester fee, students will be able to take advantage of a plan with a maximum of 6 installments, depending on when they begin the plan and the length of the course. The plan is standardized across the Maricopa district.

Students will activate their payment contract on-line. Students must have credit card or checking account to use the plan. Payments will automatically be taken from their card/account on a given date.

Timing has to be worked out between Financial Aid awards and the payment. This company has a 95% collection rate. Students will not have to carry a minimum number of hours to participate in the plan. Students will be able to start another payment plan if they are in good standing on the previous contract.

2.4. Other

CIT is working on the finishing touches to the process of how final decisions will be made.

Standards are being developed for the Communication Plan, as are standards for the Desktop as related to version 8.9.

3. GCC CIT Discussion and Planning Items

3.1. GCC Dashboard Report

While viewing the GCC Dashboard, it was noted we are basically on target. Only 2 tasks are outstanding, Operations Strategy Verification and Shadow Systems Strategy Verification. Currently working on UPK and End-to-End for the September meeting.

3.2. GCC Project Planning

James Waugh explained how to implement the GCC project planning tool that will be used to track progress. Each team is asked to manage their piece. The deadline to have the initial team set up done is Sept. 25. Changes are expected as we move closer to go-live. Only the leads for

each team will be asked to update the plan for their team. Think of the tool as a “to do” list of items that are important for go-live. The team plans will roll into an overall project plan. Team leads are requested to have updates done the Wednesday before each meeting.

The tool can be found on the S drive: GCCNSS/Team/GCC. If you have any questions, call James Waugh.

Noted the Project Planning Tool replaces the College Readiness Plan that was used in the past.

**3.3. Fall Convocation Newsletter Feedback**

The group heard no feedback on the newsletter that was put in the Convocation packets.

**3.4. Common Business Processes Review**

Areas were asked to work within their councils/groups to develop common business practices that will be implemented across the district. Processes are due by September 22.

**4. UPK Demo – will be discussed at the September meeting**

**5. Team Updates and Discussion**

5.1. Jeff Glemba gave a brief demonstration of R25. He would like the webviewer to go-live during this semester. He noted currently the updates are every 24 hours.

5.2. Regis Della-Calce noted the first due date will be same across the district.

**Next meeting scheduled for Monday, September 18 at 2:00 PM in A-123.**

**Assignments**

<b>Task</b>	<b>Assigned to</b>	<b>Due date</b>	<b>Completed</b>
Data Cleansing group of reports	Paulette	June 22	July 13
Informing/reminding non-credit group to build classes in Legacy and link to SIS	Mary Trudeau-Ames	July 20	
End-to-End Demo Attendance at EMC	Various	June 27	June 27
R25 Training	Jeff Glemba		
Development of Project Management Tool	Matt Ashcraft/Jim Waugh	August 28	8/28/2006
Development of R25 User/Training Guide	Jeff Glemba & Sue T.		
Development of R25 Web viewer	Jeff Glemba & Connie Greenwell		
Develop and publish SIS Fall Update for Convocation	Mary Lou Massal	August	Complete

<b>Task</b>	<b>Assigned to</b>	<b>Due date</b>	<b>Completed</b>
Request for Web Assistance support for R25	Mary Lou Massal		
Update Meeting Schedule for 2006-07 and enter on Oracle Calendars	Laura Krueger	ASAP	July 13, 2006
Develop Communication Plan, compiling suggestions from Committee members	Mary Lou Massal & Matt Ashcraft		
Identify GCC IT representative for the District Operational Team	Matt Ashcraft & Mary Lou Massal	October 2006	
Assemble Team to plan & implement an End-to-End Demo for GCC	Deb Krumtinger	October 2006	
Update Oracle Calendars with new meeting time and addition of August 28 meeting	Laura Krueger	July 20	Complete
Review Communication Plan and send input to Mary Lou and Matt	Everyone	ongoing	
Develop Resource Needs Plan with input from the committee members	Mary Lou and Matt	July	7/30/2006
Develop initial Project Plan using the GCC Project Planning Tool	Team Leads	Sept 25	

***Reference Documents (include location)***

Documents distributed include:

- Strategies to Involve Students
- GCC SIS Teams Listing
- Make a Payment Page
- Issues Brief – MCCCCD Invoice Summary Page
- Questions/answers relating to the Payment Plan
- GCCNSS Team Planning Workbook Instructions