

***Student Affairs Council
Meeting Minutes: November 3, 2017
1:00-3:00pm in the 3/216 (Boardroom)***

Attending: Kyle Schmidt, Ryan Pierce, Fiora Starchild, Sue Norton, Christina Walsh (left at 1:40pm), Casey Reid (arrived 1:30pm, leaving at 2:30pm)

Excused: Kerry Levett, Leanne Guthrie, Carl Yeh

Recorder: Kyle Schmidt

Quorum: 6 / 10

Agenda Item	Notes	Actions
Past meeting minutes	<ul style="list-style-type: none"> Minutes from October 20, 2017 meeting 	Motion to approve from Casey Seconded by Sue Unanimous
Agenda Changes		<ul style="list-style-type: none">
Payment Plan Overview	<ul style="list-style-type: none"> Presented by Greg Holmes & Darlene Baker (see executive summary and link to great way to pay FAQ below) https://docs.google.com/document/d/1CliVlqCOB9iamGYZ0YXOpGCsCLRyeY9mQ0zvTbrhT7s/edit 	<ul style="list-style-type: none">
Information Sharing	<ul style="list-style-type: none"> Ryan will be at OSOC conference next week, and unable to attend Casey says LLC is looking at changing the placement process, and possibly incorporating multiple measures. Kyle collected feedback on possible changes to steps to enroll <ul style="list-style-type: none"> Fiora suggests we make it easier and more obvious how community members just take a credit class and get them in the door. Fiora also suggests PC do an advising step early on in the process, rather than late in the process. Sue remarked it's very confusing with the number of different options we have now. A default with an opt-out might simplify that. 	<ul style="list-style-type: none">
Work session time	<ul style="list-style-type: none"> Remaining meeting time usable by teams to work on their three areas: Policy Review, Strategic Plan, and CCSSE 	Teams to report back at the 12/1 meeting.

Membership 2016/2017	<ul style="list-style-type: none"> VP Academic and Student Affairs 1 – Dawn DeWolf Executive Dean of Academic & Student Affairs 1 – Kerry Levett Classified 2 –Fiora Starchild, Kyle Schmidt Faculty 2 - Casey Reid, TBD
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- Managers 2 – Sue Norton, Carl Yeh
- Students 2 – Ryan Pierce,
- Additional members by position 0-4 – Christina Walsh, Leanne Guthrie
Recorder – Leanne Guthrie

Adjourned at: 2:24pm, motioned by Casey, seconded by Fiora
Next Workgroup Meeting: November 17, 2017
Next Council Meeting: December 1, 2017

Executive Summary – Great Way to Pay
 10/26/2017

Topic:
 Great Way to Pay (GWP) project. GWP is comprised of implementing a Touchnet product, Installment Plans and a new policy Deletion for Non-Payment (DNP).

Background:
 Early in the year (2017) LCC’s Executive Team tasked Greg H and Bill to pursue another option for students to pay, the installment plan. Bill and Greg worked with a 12/8/2014 recommendation from Student Experience Group (Helen Faith, Mary Parthemer and Beth Landy) that recommended PCC’s model of DNP. In March 2017 the GWP committee was formed and began working on the project. On 10/26/2017 Dawn DeWolfe asked that the DNP portion of the project be delayed and more communication be worked out. Committee agrees that is best option.

What is meant by DNP? DNP would mean LCC’s payment deadline would be moved to (2) Monday’s before the start of each term. LCC students would be required to have financial arrangements in place prior to start of the term. Credit students would have to verify anticipated payments (ie Financial aid, VA Chapter 33 benefits, sponsored tuition, college sponsored tuition waivers, etc) and the balance not covered would mean, student either pay in full or enter into an installment plan for the portion not covered by anticipated payments.

Goals of Great Way to Pay:
 Installment Plans: 1. Reduce late fees, 2. Provide a wider variety of payment options to meet student’s budgetary needs, 3. Increase student awareness of, participation in, and satisfaction with payment processes.
 Deletion for Non-Payment: 1. Reduce the number of student accounts sent to collection, 2. Reduce the number of financial holds on student accounts, 3. Increase number of students with financial arrangements in place prior to the payment due date.

Time Line:
 Currently the team is working on getting installment plans up by start of Spring Term with marketing. It is possible that the plans could be up by December 2017 when Winter Term fees become effective.
 For the DNP, team is developing a communication and marketing plan and target *Fall of 2018/19. Committee is seeking approval and support. (*Since the 10/26/17 summary there has been more discussions around starting Summer 2018/19)

Concerns:
 The committee’s belief is that by not implementing DNP it harms the student by allowing at risk students to enroll who don’t understand what they are getting into. Recommendation for this came out of a student services work group back in December 2014. The concern is momentum will be lost and this project will wither without full ET support.

Great Way to Pay FAQ (draft): https://docs.google.com/a/lanecc.edu/document/d/1KC7G4XaArVfl3yqRShnW_L6zygg1bW0VBDqx-ySdlD0/edit?usp=sharing