

12-May-11

| Dept.              | Priority | Assigned To                                      | Task Description   | Risks/Consequences of Incompletion  | Status Reports   | Next Steps  |
|--------------------|----------|--|--|---|--|---|
| Student Financials | 1        | Dominique Benavides                              | Fees that have been paid for prior terms are being re-assigned to upcoming terms (specifically Summer 2011 & Fall 2011) and reflecting fees owed for those prior terms. It appears this problem cropped up around the 14th of April. | Student that were current are showing past due. This is causing confusion for students  | Dominique has reported this issues to Oracle. Oracle suggested a process that Dominique is currently testing.  | Testing should be completed this week.  |
| Student Financials | 1        | Dominique Benavides                              | THIRD PARTY pymts. May not be configured correctly at some campuses.   | It is posting to the incorrect area of GL (i.e. going to pymts instead of third party.)   | Bursars have come up with a make shift method of billing because the system does not accommodate the need. This will be addressed after the bank reconcilation reports for auditors which has priority | Dominique is preparing training documents on configuring 3rd party contracts. In Progress - Detailed training session with Sarah Scharder, Susan Rinne and Dominique Benavides TBD after 10/11 fiscal audit (Dominique Benavides) |
| Student Financials | 3        | Dominique will follow up with Charlotte in A & R | AC Transit bus passes  | If student drops late system shows credit for \$31 even though passes are not refundable. The District is out \$31 if the credit is applied to the next payment due | Minh discussed this matter with Ron and Jacob. At this point, it is IT's understanding that the policy and process must be considered by Finance regarding this matter.                                | Policy and administratvie procedure will be reviewed by Ron Gerhard after 10/11 fiscal audit (Dominique Benavides)  |
| Student Financials | 5        | Kyu Lee  | TRUST FUND signatures on checks  | Software we are using is obsolete. Temporary solution is to call Kyu to refresh the signature system before running checkks   | Requires new development into PeopleSoft. Tentative complete date prior to the end of this fiscal year.  | Long term solution is for IT to move the function to PeopleSoft. IT will be meeting with Ron Gerhard soon to discuss the future of the Trust Fund accounts ( Tony Hale.)  |
| Student Financials | 1        | Dominique will follow up with July Cohen         | Financial Aid fee waiver requires the Bursar to recalculate i.e. career change fee based to undergrad;   |   | Dominique has contacted the DBA for a solution   | Oracle has identified the error in unapplied waivers via tuition calculation. Dominique and Ram are testing the recommended procedure. (Dominique Benavides).   |
| Student Financials | 1        | Dominique Benavides                              | When attempting to refund check for Int'l student sponsors. "Processing, Processing" and then time out   | Can't process several refunds for a couple of weeks   | A ticket has been sent to Oracle. IT will follow up.   | Waiting for peak enrollment to see if the problem continues   |
| Student Financials | 1        | Dominique Benavides                              | Many letters regarding past due fees sent to students are incorrect. Some of the letters were based on inaccurate Regent informaton.   |   | Dominique is working on resolving remaining accounts.  | Conversion clean up on related tables reflected in Campus Community has been identified. SQL updates will be necessary with IT's assistance (Dominique Benavides).  |

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| Student Financials |          | Dominique Benavides, Tony Hale, and Bursars | AC Transit EasyPass fee will not trigger for students enrolled in courses paid via Contract Ed. The AC Transit fee will only trigger if the student is enrolled in "billable" units. Students enrolled in 9 units or more of contract ed courses cannot receive an EasyPass, even though they qualify one. |                                    |                | Bursars will furnish examples of this issue so that IT and Dominique can continue the investigation and re-shape the rules accordingly. No examples have been provided to me. The configuration of contract ed courses has been discussed with Ed Services and Finance. A follow up meeting after the fiscal audit will determine the administrative procedure for AC Transit in relation to contract ed courses ( Dominique Benavides). |
| Student Financials |          | Dominique Benavides, Tony Hale, and Bursars | AC Transit Easy Pass fee will not trigger for late start classes, until the course begins. Students cannot receive an Easy Pass at the start of the term, if they are enrolled in a course that starts later in the term. The fee will not trigger until the late start class begins                       |                                    |                | Bursars will furnish examples of this issue so that IT and Dominique can continue the investigation and re-shape the rules accordingly. No examples have been provided to me. The configuration for AC Transit has been reviewed and anticipated units/courses are taken into consideration ( Dominique Benavides).  |