**Student Development Leadership Group**

January 9, 2018  
12:00 – 1:00 pm  
SS-104

**Minutes**

**Preparation Required:**Discuss the future of promissory notes at the College and the new debt payment system.

**Present:** Angelina Hill, Brady Reed, Ericka Barber, Rianne Connor, Joe Hash, Rory Johnson (telepresence), Stephanie Burres (support)

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| 1.0 | Promissory Notes | * The business office will no longer be doing promissory notes. They are using a test site “Nelnet” that will allow them to set up student payment plans. * There is a $20 fee to sign up for a payment plan. There is no interest or finance charges, and it requires a 25% down payment. * Students can choose from a 3-,4-,5-, or 6- month plan. * Students have to make payments before they can register for classes, but how many payments has yet to be determined. The group feels that 2-payments in addition to the down-payment would be sufficient. * The student has to put in their debt balance when they sign-up for the payment plan. * Payment information from NelNet has to be entered into our payment system. * The drop for non-payment process hasn’t caught up to the one-reg system. The one-reg system allows students to early register for Spring 2018 with Fall 2017 debt. Drop for non-payment only looks at the current Semester and not past-debt. |
| 2.0 | Main Phone Tree | * There had been some discussion on changing the phone tree for the flow of calls to the College. Angelina would like to continue this conversation when Rianne is present because it will likely be enrollment services and counseling who will be directing the calls. |
| 3.0 | Information Sharing and Program Updates | * IT is trying out some different free instant messaging services and chat features that can be used from our various websites. * We have purchased eLummen for curriculum, catalogue, and assessment. This means that we will be moving to an online catalogue. * We would have to explore how an online catalogue would work for Pelican Bay. Would a Pelican Bay specific catalogue or packet be useful? * Counseling and advising is re-implementing the “I’ve Been Admitted to College (IBAC).” It has been rebranded as Redwood Days and it allows middle school students to come to campus and experience presentations on the different aspects of attending college. * IBAC is finding a shortage of faculty volunteers to do outreach and presentations. |