Draft Minutes of the
College and University Student Aid Directors (CUSAD) Meeting
August 2, 2005
Bismarck State College

Participants: Lynn Aaberg, WSC; Robin Holden, Bruce Helgerud, Nancy Peotter, UND; Kattie Nettell, LRSC; Betty Schumacher, VCSU; Diane Christenson, MiSU-Bottineau; Jeanne Enebo, NDSU; Jamie Beyer, NDSCS; Sandy Klein, DSU; Jeff Jacobs, BSC; Dale Gehring, MiSU; Shirley Hanson, MaSU; Paula Kurtz, Dennis Junk, Trisha Campbell, HECN; Peggy Wipf, NDUS.

Vocational Rehabilitation
Betty Schumacher called the meeting to order and introduced Cheryl Wescott Wetsch, Program Administrator, from ND Vocational Rehabilitation. Cheryl reviewed with the group VR’s Policies on Postsecondary Training eligibility which have been in effect since until November 1, 2002, and stated that VR relies on campuses third-party financial aid letters and/or PS portal information provided by their clients to calculate a client’s eligibility for VR financial aid funds. CUSAD members encouraged Cheryl to review the following statement from materials handed out, “If VR substitutes for an unsubsidized loan, it will be subtracted from the subsidized loan. Be sure to inform the student of this.” Cheryl stated she would be happy to review this statement for accuracy and shared with the group this statement was a result of a meeting her staff had with Dale Gehring and Peggy Wipf. Peggy Wipf will coordinate a meeting between VR and representatives from CUSAD to re-address the handling of subsidized and unsubsidized loans in the calculations of unmet need for VR clients.

Cheryl informed the group of corrective action her office has taken to address a VR district office action regarding counselors asking clients for PS portal ID and password information to calculate a client’s eligibility for VR funds. VR counselors now ask each client to log-into PS and print-off the needed financial aid information to assist VR counselors in determining eligibility for VR funds.

Cheryl commended the group on their high school financial aid training sessions and asked to be informed of upcoming sessions. Peggy indicated that she would be responsible for this.

National Guard
Cindee Jennens, State Tuition Assistance and Veterans’ Bonus Manager, and Gerard Schwan, Education Services Officer, Army National Guard, reviewed with the group changes to the National Guard Tuition Assistance Program. They informed the group that most Guard members will have 100 percent of their state tuition covered at North Dakota state colleges and universities as a result of legislation action taken during the 2005 Session along with a combined funding efforts between the Tuition Assistance Program. The 100 percent tuition will apply only up to the rate of the UND undergraduate tuition amount. Books and fees associated with attending college is the responsibility of the student and covered by GI Bill funding. The 100 percent tuition to
Army Guard members will be accomplished by three sources: (1) the schools 25 percent tuition discount of up to a maximum of 12 credits (paid in arrears), (2) a $1000 state tuition stipend (Air Guard members are not eligible for federal tuition), and (3) federal tuition assistance. This is a new process of doing business that will ensure recruitment and retention of North Dakota’s National Guard unit. Additionally, Cindee and Gerard informed the group that: (1) Guard personnel must apply each term for State Tuition Assistance electronically at www.virtualarmory.com as late as one day before classes start. There will no longer be an academic year application for the Tuition Assistance Program. (2) The grade requirement will reduce from a flat 2.5 (or greater) grade point average (GPA) to a flat C grade or better. The entire State Tuition stipend would not be lost if a Guard member’s GPA was not met. Only the percentage of each class that does not meet the C grade or better, i.e., 5 classes taken, 1 course failed would equal a 20 percent loss of stipend amount due the Guard member. Guard members will only be paid for hours successfully completed. (3) The amount of credit hours allowed under the State Tuition Assistance Program will increase from 120 hours to 130 hours per student.

Query Training/Sharing of Queries
Lynn Aaberg asked whether individual queries campuses are writing could be shared with all financial aid directors. Paula Kurtz indicated that campus queries are considered private query writing and have an internal use only. Before campus queries could be used among all NDUS institutions, an appropriate cycle of testing would need to occur, i.e., DR to Test to Production.

2006-07 Miscellaneous Expense Item
Robin Holden recommended to the group, based upon Consumer Price Index information, for academic year 2006-07 the miscellaneous expense line-item within a student’s cost of attendance budget for our NDUS campuses be $2,970. This is a 2.4 percent increase over the 2005-06 figure of $2,900. It was moved by Sandy Klein and seconded by Shirley Hanson to accept this recommendation. All voted aye. The motion carried. It was suggested that $2,970 figure is a suggested target and may fluctuate slightly among the campuses.

Books and Supplies Item
It was moved by Kattie Nettell and seconded by Lynn Aaberg that the books and supplies line item within a student’s cost of attendance budget remain at $800 for academic year 2006-07. This is the same amount recommended for AY 2005-06. All voted aye. The motion carried. It was again stated that the $800 books and supplies line item within a student’s cost of attendance budget is a suggested target and may fluctuate slightly among campuses.

Sandy Klein brought forward a concern of her President relative to the books and supplies line item in that it may be too low for foreign students. The financial aid directors indicated they felt comfortable with the $800 budget figure being used in a student’s cost of attendance to cover books and supplies. Several reported that they have checked with their bookstores and felt confident $800 was an accurate amount to use
when packaging. It was suggested that professional judgment may be used to increase
the books and supplies line item for some of the more expensive programs.

Backup of financial aid legacy files
Jeanne Enebo reminded all NDUS institutions to back-up their financial aid Legacy data
for audit retrieval as the current information will be gone after September 30, 2005. It
was encouraged to back-up three years of information.

Paula Kurtz commented that credits that appeared on Legacy’s RG60’s screen came into
PeopleSoft as transfer credits.

Clearinghouse Issues
Lynn Aaberg indicated that she is still receiving e-mails from the Clearinghouse
regarding “grad only reports” that are past due. Peggy indicated that Scott Mahar at our
March 5, 2005, meeting indicated that Records was handling this issue.

Sandy Klein asked how institutions were going to package Deal Loans for dual credit
high school students. ……………… Do the credits they attempt count in SAP?????

It was moved by Dale Gehring and seconded by Katie Nettell to adjourn. All voted aye.
Motion carried. Meeting adjourned at 6:30 p.m.

Prepared by:
Peggy Wipf