Present:
   Jeff Jacobs, BSC
   Kim Gourneau, DCB
   Sandy Klein, DSU
   Katie Nettell, LRSC
   Shirley Hanson, MaSU, Chair
   Dale Gehring and Laurie Weber, MiSU
   Shelley Blome, NDSCS
   Jeanette Enebo, NDSU
   Robin Holden, Loretta Prather, and Janelle Kilgore, UND
   Lynn Haverlock, WSC
   Marsha Pritchert, VCSU
   Dennis Junk and Sue Applegren, Campus Solutions
   Peggy Wipf, NDUS

Approval of March 18, 2010 CUSAD minutes
An amendment was requested so the NDSCS attendees from the March CUSAD meeting reflect Carmen Marohl, Nikki Bernard, Kassie Griffin. The minutes from March 18, 2010 were approved as amended.

Additions to the Agenda
- State Auditor
- Summer Pell Setup
- ND HUEG Conference
- Social Security Numbers on ISIR’s
- IPEDS

Elimination of military housing from Cost of Attendance
Shirley Hanson stated that there were questions on how to determine who is included in the elimination of military housing and what adjustments should be made. Dennis Junk said fields 45c and 93g contain information on BAS, so people can be identified if a value is in one of those fields. In response to a question from Laurie Weber, Dennis said Field 49, which identifies veterans, can also be included in the report. In response to a question from Robin on if the questions related to the military status on the admissions application should be included, Dennis said that could be included if that is what the council wants. Dennis mentioned that a priority needs to be set for this query’s development. Dale suggested adding a field to the
query for zip code because the bases in North Dakota have unique zip codes. The campuses indicated that this should be a high priority. Dennis stated that it would be placed after direct loans for priority.

**Origination of Direct Loan for 2010-2011**

Jeff Jacobs said when he did an MPN it shows up in the batches done in COD, but when you go to COD to look for the MPN there is no record of it, so he is assuming that the MPN does not populate until a school originates a loan for that student. Dennis said he does not know if that is the case or not. Dennis Junk said the system is ready for campuses to start originating loans once they get the issue with acknowledgement files fixed.

**Clearinghouse reporting in regards to collaborative students**

Robin Holdin said the UND registrar was concerned because she was requested to report collaborative students to the Clearinghouse and she wondered if the collaborative institution would be reporting the same students. She wanted to know if this would cause a problem. Lynn Haverlock said it should not be a problem because it has been a consistent practice in the past. Lynn said the Clearinghouse looks at where the student is taking the most credits in order to defer loans. Sandy mentioned that DSU had to make manual adjustments for students who were not taking classes from their home institution. Sandy suggested that Robin’s registrar contact Marshall at DSU to discuss the process they are using.

Lorretta Prather said she works with collaborative reports, and collaborative students have been receiving notice that they are less than half time so their loans are entering repayment. She has suggested to those students that they get copies of their enrollment verification from both schools and the copy of the collaborative agreement and submit that to their lenders.

Shirley Hanson asked if anyone has spoken to the Clearinghouse to see how they handle credits coming in from multiple schools? No one had contacted them. Shirley said if someone contacts the Clearinghouse the issue can be revisited at the next meeting.

**Direct Loan servicing/BND working group**

Shirley stated that at the Chancellor’s request, Peggy put together a working group to discuss how the Bank of North Dakota can be partners in servicing Direct Loans. Peggy stated that the group consisted of Wally Erhardt, Julie Kubisiak, Shelly Blome, Shirley Hanson, Jeannie Enebo, Robin Holden and herself. Peggy said it was a brainstorming session to find out if there are services that the Bank of North Dakota could provide to the NDUS institutions. They discussed the possibilities of default prevention and financial literacy. The working group indicated that they would be interested in looking at these services from a system perspective if additional funding would be included in the budget request during the 2011-13 legislative session. The budgets were approved at the SBHE meeting in April, so Peggy did not know how this would be put together. Peggy said that she believes there is interest in utilizing the bank because of the experienced staff they have in these areas but it is a timing issue. Jeff asked if they were planning to assess the schools for the services. Peggy confirmed that a fee would be charged for the services. Jeannie said she had spoken to campuses which have been using direct loans
for a while and they have not been affected by increased default rates. She said default rates may be more of a concern at smaller campuses because of their loan volume. Robin stated that other issues which may affect the default rate may be the economy and the shift to a three year cohort default rate. Katie Nettle asked if default management, financial literacy and early awareness could be funded through the ND College Access Grant. The committee requested that Peggy ask if this would be a possibility.

**Canceled awards not listed on award letter**
Sandy Klein said when DSU was zeroing out awards they noticed the zero’s loans were not being printed on the award letter. When asked, Dennis Junk confirmed that they would no longer be included on the award letter. Sandy asked the council to reconsider the inclusion of the zero’d awards on the award letter. She said they like to see the zero’d out awards for students not attending DSU so students know they do not have any pending aid at DSU. They also use it so at the end of the term if someone is disqualified for SAP they are sent a zero’d out award letter so they can see that the school is serious about aid disqualification. Students also use this as proof that unaccepted loans were cancelled. It was suggested that students use campus connection to see those transactions.

It was agreed by the council to not change the current practice and to continue not listing cancelled awards on the award letters.

**State Auditor**
Sandy Klein said the state auditor’s office is expecting DSU to be more stringent on satisfactory academic progress (SAP). The State Auditor stated that they will be investigating how often appeals are filed at all the NDUS institutions.

**Summer Pell Setup**
Jeff Jacobs said he discovered a step he missed during set-up and wanted to discuss it to ensure other institutions did not miss this step. Sue explained the set-up of the P1 disbursement plan and the award letters. Some institutions stated that they are still having difficulties getting the summer Pell award to populate. When asked if a separate item type could be assigned for summer, Dennis responded that in PeopleSoft all 3 disbursement id’s need to be assigned to the P1 disbursement plan.

**Social Security Numbers on ISIR’s**
Jeannie Enebo mentioned that on the last conference call CUSAD discussed when SSN’s are blank, the system could fill the blanks with 999-99-9999. Sue Applegren said she discussed this with Mary Bergstrom and Dennis, and Dennis suggested writing a query to identify the students with the 999-99-9999 code and then cross referencing that to the ISIR reports. Dale asked if there is another way to manage this by looking at name and date of birth with the application and then cross reference them with the ISIR’s. Jeannie said it was a burden to manually update the SSN’s. Jeff mentioned that more schools are using Hobson’s Apply Yourself, which may make this a more common occurrence. In response to a question from Dale, Peggy stated that
she is not aware of a SBHE policy requiring students to update their Social Security Number if it is not provided on the application.

Dennis stated he is going to update the queries and then make them available to the campuses.

**IPEDS**
Jeannie said there was a discrepancy between the two census dates of when the cohort was being pulled and when the financial aid was being pulled. Jeannie said they had to do a caveat, which IPEDS accepted, but she is worried about reporting in future years. She was wondering if other campuses had a problem when submitting this IPEDS information. Dennis suggested that the date could be added as a prompt so it could be chosen. This item will be put on the wish list for next year’s implementation.

**ND HEUG Conference Participation**
Jeff Jacobs stated that at the last campus advisory committee meeting they discussed the level of interest in planning a HEUG conference for either October or March/April. Dale Gehring suggested it would be helpful to have a conference to discuss the implementation of the changes occurring in financial aid. It was the consensus of the council that it would be a worthwhile event. Jeff asked the CUSAD members to speak to the staff in their office about getting one or two volunteers from financial aid to help plan the event and then report back on volunteers at the next CUSAD meeting.

**Mapping your future**
Shirley asked if the campuses are using the Mapping Your Future loan counseling or if they are going to use the Direct Loan counseling? In response to a question about if the same services for identifying if students have completed their loan counseling is available using the direct loan services, Jeff replied that he has received the report for BSC campus and the loan counseling report will also show up on the SFTP. Sandy resent the information that was received on March 25 concerning Mapping Your Future. UND stated they would be using both systems. MaSU and BSC said they are leaning toward using the Direct Loan website for ease of use.

The meeting was adjourned.