Present:

Jeff Jacobs, BSC
Valerie Heilman and Kim Gourneau, DCB
Sandy Klein, DSU
Katie Nettell, LRSC
Shirley Hanson, MaSU, Chair
Dale Gehring, MiSU
Shelley Blome, Nikki Bernard, Kassi Griffin, NDSCS
Jeanette Enebo, Sandy Hill, and Bonnie Litton, NDSU
Robin Holden, Rohit Kulkarni, Jennifer Hodny, Kellie Leake, and Janelle Kilgore, UND
Lynn Haverlock, WSC
Marsha Pritchert and Betty Schumacher, VCSU
Dennis Junk, Campus Solutions
Peggy Wipf and Gina Padilla, NDUS

Approval of April 22, 2010 CUSAD minutes
The council approved the minutes of the April 22, 2010 CUSAD meeting by consensus.

Additions to the Agenda
- Clearinghouse reporting
- Review Action Item Spreadsheet

Verification Status Codes
Jeff Jacobs said that he received a letter from COD on May 17th stating that BSC’s verification codes for Pell grants are incorrect. Jeff asked the council if other campuses had received the notification. Upon not hearing any other campuses with a similar problem, Jeff asked Dennis if he would be available to assist BSC with resolving this issue and Dennis said he would be willing to help.

Veteran Housing Budget Query
Dennis Junk asked if the admissions form contains information on Veterans Housing Benefits. It was agreed that it would be active duty personnel and their spouse that would need to be identified as receiving benefits. Robin said the admissions application includes a question on dependents. Dennis said hopefully a combination of information sources would provide enough data to identify if they are focusing on the correct person.

Sophie
Dennis Junk asked if it is working well for the campuses to have information moved to Sophie between 6-8 a.m. daily. In response to a question from Sandy Hill as to what reports are put on Sophie, Dennis stated that a list was distributed on May 6th. Dennis said a patch which allows entry loan counseling to be loaded from the staging table to the loan counseling table will be in production on June 12.
response to a question from Katie Nettel regarding if entrance loan counseling is complete, Dennis said it should be showing up on the view COD information screen once the patch is loaded. Dennis stated that the capability currently exists to load applications. The CUSAD members agreed that this should be implemented as a high priority. Jeff asked if Dennis could redistribute the Direct Loan Processing URL as a pdf and Dennis agreed.

Direct Loan Processing Experience
Shirley Hanson said they have disbursed loans for the spring semester but she has not been able to see the signed promissory notes in COD. Janelle Kilgore suggested doing a SSN search in COD and then clicking on the promissory note to get additional information.

State Grant Award Letters
Gina Padilla stated that the NDUS office has received feedback that the appearance of the State Grant Award Letters causes confusion as to if they are legitimate and they would like to know how widespread this problem is. The CUSAD members stated that they receive several questions regarding the letters during each award period. Peggy Wipf stated that an information sheet is provided with the award letters and she said she would forward a copy of it to the CUSAD members.

Recurrences Setup Approval
Robin Holden said UND submitted a request to set up a few processes as recurrences, job sets and linked jobs. Dennis said they can set up job sets with the new software, but it should be done for all schools as opposed to individual institutions. Dennis suggested a workgroup be formed to discuss the issues that may be associated with job sets. A committee consisting of Lori Schara, Katie Nettle, Dennis Junk and Rohit Kulkarni was formed to review the pro’s and con’s of using job sets. ISIR import and load, ACG Smart origination and outbound, and Pell are items UND was requesting to set up with job sets.

Checklist Additions
Robin requested that an additional item be included on the verification checklist to submit the 1099g for unemployment compensation. The CUSAD members agreed to the addition.

Robin said UND would like to have a new checklist created for collaborative students to query the information for SAP and other processes. In response to a question from Jeff, Robin stated that at this point it would be the student’s home campus included in the query since it is set up for SAP. It was stated that this would not be visible in the students to do list and it would be per semester. Dennis asked how the checklist would identify which term applies. Dennis suggested using a user edit message which is strictly a financial aid item by term. He said a message type and message code would be put on for a specific term and would expire at the end of the term and it is an item that can be queried. It was the consensus of the group to use the user edit messages to identify the collaborative students for queries.

HUEG Conference Planning Volunteers Needed
Jeff asked the campuses if anyone was interested in volunteering to help plan the HEUG conference. Joanne Kitchens, LRSC, was appointed Chair, and Kathy Lowe and a MISU staff member were appointed as committee members. Dale said he would let Jeff know which of his staff members would be on the committee by next Thursday.

Additional Agenda Items
Sandy Klein asked if the master promissory notes let the student pay their unsubsidized interest quarterly. Council members stated that the current master promissory note does not list that option but it was stated that the rules include the different options.

Sandy asked if other campuses have packaged early awards and UND and VCSU stated they have. Dennis stated that if the students are missing a residency code there is a query to identify them (query NDU_SA_0061). Most campuses stated students are not admitted until the admission fee is paid. In response to a question from Sandy on if all campuses have posted grades, LRSC was planning to post today and then every campus would have their grades posted.

In response to a question from Sandy on if their campuses choose custom comparison groups or if they let NCES choose their comparison group for the IPEDS data feedback report, council members indicated that they let NCES choose the comparison group. Sandy said to identify refunds for state grant program she put a negative service indicator next to the people, but she asked what other campuses are doing. Dale said since they are so old they are usually written off as bad debts or that other financial practices apply.

It was reported by Robin Holden that the Clearinghouse had not been contacted to clarify how collaborative students should be reported.

Peggy Wipf informed the council that the Bank of North Dakota Student has been recommended by the Governor’s office to be the administrator of the College Access Challenge Grant.

Janelle Kilgore stated UND has to review students that have 257 and 258 ISIR codes. Dennis said they have made an adjustment on May 18 and the students should be packaging.

Peggy said the second round of state grant awards are being made next week. In response to concerns that if students had not populated their enrollment status field the system would not consider them for an award, Dennis said he would do a query on the enrollment status and send it to Peggy.

Kim Gourneau introduced Valerie Heilman as her replacement. CUSAD asked Kim to distribute Valerie’s contact information.

In response to a question from Sandy, council members stated that on the first year ready to package screen there is a choice to show first-year transfer or first-year freshmen.

The meeting was adjourned at 2:51 p.m.