DRAFT
CUSAD Minutes
Thursday, September 16, 2010
Conference call
1:30-3:00 p.m. CT

Present:
Jeff Jacobs, Joshua Jeffers, and Linda Greenstein, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Katie Nettle, LRSC
Dale Gehring, MISU
Shelley Blome, NDSCS
Jeanette Enebo, and Bonnie Litton, NDSU
Robin Holden, and Rohit Kulkarni, UND
Lynn Haverlock, WSC
Marsha Pritchert, VCSU
Dennis Junk, Sue Applegren, Jennifer Kunz and Mick Pytlik, Campus Solutions
Gina Padilla, NDUS

Approval of August 19, 2010 CUSAD Meeting Minutes
It was moved by Shelley Blome, seconded by Sandy Klein, to approve the minutes of the August 19, 2010 CUSAD meeting. The motion was approved unanimously.

Additional Agenda Items
Personal Expense Item
Connect ND prioritization process

2011-12 Personal Expense Item
Robin Holden stated that Peggy Wipf asked her to ask the committee to decide on the rate for personal expenses and book expenses. Robin stated that information from the College Board regarding living expenses which are used to determine the personal expense budget was sent to committee members. The amount suggested for personal expenses is $3,400. It was moved by Jeff Jacobs, seconded by Sandy Klein, to approve $3,400 as the budgeted amount for personal expenses. The motion was approved unanimously.

2011-12 Book Expenses
Robin Holden said her campus did an analysis last year and are within the $800-$1,000 range for book expenses. LRSC and DSU said their book expenses are averaging $1,200 per year. It was moved to table the books expense item to allow schools time to do an analysis. The motion to table was approved unanimously.

ND State Grant and Census Date
Bonnie Litton asked the committee members if they are receiving student feedback on using the census date for state grant enrollment verification purposes. Bonnie stated that since the information was sent out so late, there was a lack of information given to students and families that this date would be used. Other committee members reported that the problem they are having is due to the collaborative report
not working. It was mentioned that Registration and records has a report written by Dennis that includes remote credits.

In response to discussions on how the process is currently working for Pell using the census date, Bonnie said her campus is not making any exceptions to Pell. It was mentioned that the census dates are determined by the campuses so it is not an NDUS decision. Dale said he would visit with Peggy Wipf and suggest having a discussion with CUSAD to find possible recommendations for making the grant easier to administer. The committee members said they would email their recommendations on what would make administering the state grant program easier to Dale. Jeff Jacobs said BSC did not notice students not receiving sufficient notification, but he would like CUSAD to make recommendations for improving the process for the state grant.

**Update on Net-Price Calculator**  
Dennis Junk said he is hoping that within the next two weeks he will distribute information on how to pull the calculator down from the DOE website and the steps for updating it.

**Update on Comm-Gen**  
Dennis Junk said they have had difficulties with the hardware for the Communication Generation (Comm Gen). Dennis said they spoke with a consultant who was not able to move the process much farther. They would like to make changes they are going to need once they get the Comm Gen working. Dennis said a committee was formed originally to work through Comm. Gen. and he would like to know if those members are still available for additional work. Carmen, Rohit, Katie, Josh, Mary and McKay are available to be on the committee.

**Proposal for face-to-face meeting for loan processors Nov 17th**  
Dennis Junk said a meeting for the processors of direct loans to share best practices was suggested at the last CUSAD meeting. Dennis proposed that a meeting be held on November 17th in Grand Forks. More details will be provided as the date gets nearer.

**Downward Adjusting Direct Loan**  
Jeff Jacobs said this is basically the same as what Robin asked on loan fees and returned funds. BSC is making the adjustment, and then they are letting the system adjust the fees. He asked if that is the best practice. Robin said they were having a problem with the return of funds calculation, and they could not change the COD calculated amount to make it match. Katie asked if this is going to be an issue with rounding amounts to accommodate the loan fee. Dennis said he would ask PeopleSoft if the fee could be rounded.

**Mick Pytlik**  
Mick Pytlik joined the group and said he has talked to each of the user groups about the ConnectND governance and management structures and how that translates to prioritizations. He said in the fall of 2005, there was a governance document that was developed that discussed the groups that should be updated. Mick provided information on how ConnectND fits into the University System’s structure. He stated that as they look at how things are prioritized, the first thing is keeping the systems running, next are mandated changes, then SBHE policy and NDUS changes, then systemwide procedures, then efficiency improvements for the system, and then individual campus requests. Mick said they will be reviewing realignment efficiencies.

Direct Loan MPN/ELC information (requirement/website link) on the student portal – Robin
Rohit said they have many students who do MPNs or ELC and they ask if the campuses have received the data. Rohit was wondering if it would be helpful if there is something available on the system where the students can check their status. It was mentioned that students have said there is a link problem on the ELC, but Dennis stated that has been corrected. Dennis said when they do the loan origination process the system does provide a check list if there is not an MPN on record for originated loans. It was suggested that students can look at studentloans.gov to find the information. Rohit said they are asking if the data can be shown on the student side once it is received in the ConnectND system. Jeff asked if it would be possible on the portal to show it as completed. Dennis said he would check to see what currently happens to the checklist, and how the system works so he can see if they can leave it out there. Jeff asked if Dennis could explore verification also to indicate completed instead of having it go away.

The meeting was adjourned at 2:34 p.m.