Present:
Jeff Jacobs, Linda Greenstein, and Joshua Jeffers, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Katie Nettle, LRSC
Shirley Hanson, MaSU
Dale Gehring, MiSU
Carmen Marohl, NDSCS
Jeanette Enebo, NDSU
Robin Holden and Rohit Kulkarni, UND
Marsha Pritchert and Patty Rickford, VCSU
Sue Applegren, Dennis Junk and Jennifer Kunz, Campus Solutions
Peggy Wipf and Gina Padilla, NDUS

Approval of November 17, 2010 CUSAD Meeting Minutes
The minutes of the November 17, 2010 CUSAD meeting were approved by consensus.

Additional Agenda Items
Jeannie Enebo reported that the campus community user group is asking for an additional representative from the FA user group to serve on the committee. Sandy Hill from NDSU volunteered to be part of the group.

General Campus Solutions Update
Jennifer Kunz updated the group on general recent highlights of SITS activities. Jennifer said they are encouraging everyone to begin using the active directory. Jennifer said the run controls have been converted and will be available to the new user ids. Jennifer said in mid-February 2011 the old user id’s will go away. In response to a question from Katie, Jennifer said the recurrences will have specific guidance coming out in the next two weeks. Jennifer said there is a production freeze from January 5th-19th and on the 4th they are refreshing stage.

Aid Year Roll-Over
Dennis Junk asked when the aid year roll-over should be done. Dennis said the first time they could bring in ISIR’s is January 3. Dennis said an upgrade will be completed in mid-February or March. Jeff Jacobs asked if Dennis would send out instructions. Dale said they will need to pay attention to item types that they would like to deactivate prior to the rollover. Dennis asked that they deactivate all things they want deactivated and set up the dates for the next aid year by Dec 30.
IRS Match
Jeff Jacobs asked if when tax returns are done electronically, can they do the IRS match within a couple of weeks with the system pulling in the IRS information. He said BSC would like to use this process more to decrease verification but he is not sure what to do on the back end for the comment codes. Sandy said the 2011-12 summary of changes released on November 19 and the NASFAA information from December 2 have information available. Dale said students can still make changes if the data is brought in from the IRS. Sue Applegren said she would look-up the information and send CUSAD the link. Robin said UND is looking at how they can use the IRS match to reduce documentation needed from students.

Comm. Gen
Dennis Junk said they are making progress on comm. gen. but may have to enforce a limit. The limit would be approximately 1,500 which would mean processes would have to be run more than one if the volume exceeds that limit. Rohit asked if it could be an option to run comm. gen. right after packaging, and then they could do packaging by department. Jeff asked if comm. gen. has to use campus email or if it can be preferred email and Dennis said he would check. Dennis said templates are being created for the campuses to use.

IPEDS
Dennis said he attended the IPEDS seminar at the FFA conference and found there have been changes which he has since implemented. He said the definition for received aid has been updated to be offered and accepted aid as compared to disbursed aid. This could be the reason for campus dollar amounts being significantly different than in the past. The census date of 4th week is now an option, which matches the enrollment census date.

Collaborative Student
Dale Gehring asked if anyone has had a chance to review the collaborative student information that is circulating or if they have questions. In response to a question from Peggy on who was serving on the committee, Jennifer said she would locate the list and distribute it.

Final Rules Interpretation
Jeff stated that he hopes CUSAD is planning discussions on the final rules. Jeff asked if the March DOE training in Bismarck will address the rules. Dale suggested having a face-to-face meeting in March to discuss these issues. Jeff asked that this topic remain on the agenda.

ND Academic and CTE Scholarship – Grade Collection
Peggy Wipf said modifications have been made to the enrollment verification reports to include cumulative GPA. Dale Gehring asked if the campuses can receive the reports as well, and Peggy said all they look at is cumulative GPA. Peggy’s said based on the modification to the report, the NDUS office will be pulling the data instead of having the campuses pull the data and send it in, and notification of scholarships not being renewed will go to the campuses. The CUSAD members requested a complete list of the renewals and non-renewals. Peggy said the NDUS office will notify students who will no longer be eligible for the Academic and CTE scholarships.
Peggy said she has asked the registrars to post grades by January 3, and the reports will be run on January 4. Peggy said they would be pushing the lists to the campuses by January 5.

**R2T4 Issues with housing/setup - Dennis**
Dennis said for students receiving a refund for housing, it was noticed that the debits were coming across but the credits were not. Dennis said if campuses are experiencing this they should check with the business office to get this updated. Sandy Klein said there are problems with students getting housing refunds before the return title IV funds, so they need to change an internal process.

**North Dakota State Grant working group update**
Peggy announced that Jeannie Enebo was selected as chair by the committee. Jeannie reported that they first worked on identifying issues and setting the committee scope. Jeannie said the committee prioritized items as follows:
1) review student materials
2) review procedures
3) review awarding process
4) common forms for changes to be submitted by schools
5) process for submitting EFC changes
6) review grant priority deadline dates
7) update reports being sent to campuses

Jeannie said the committee needs to work around IT limitations and budget constraints. The next meeting is scheduled for January 5, 2011.

**SAP working group update – Sue**
Sue Applegren said her committee has not met because of scheduling conflicts. She attended the webinar on SAT progress and will be forwarding information to the members for their first meeting.

**Exit Counseling working group update – Dennis**
Dennis said the working group met twice. They believe exit counseling should be completed 30 days prior to end of semester. Dennis said the files would have to be brought in, a checklist would be set up, they would be given a due date, and after the due date they would check to make sure it is complete. There is a requirement that DL servicers need to be notified if additional counseling is completed, so they are putting together a roster for the list of names that would have to go to the DL servicers.

**Cross-over Pell**
Dennis said the Cross-over Pell group met twice and will be scheduling additional meetings.

**Other Business**
Sandy Klein said she forwarded her questions on the disbursement rules for timely book allowance for Pell students and how students can opt out to Ask Regs but she has not received a response.

Peggy Wipf asked if the risk management team from Larson Allen have visited with any of the campuses. Peggy said they wanted to know the difference between what the NDUS office does with financial aid compared to the campus processes. Peggy said the one major suggestion she put forth was to have a compliance officer to help make sure the federal regs are being implemented.

Jeff Jacobs said there is a lot of chatter concerning special GPAs, but financial aid was not brought into the conversation. Peggy said she believes legal counsel will be reviewing the regulations, and then a committee will be formed to work on business processes and aligning processes to minimize work from campus solutions. Peggy said in PeopleSoft you can get several types of GPAs, but you can’t consistently get transfer credits for a true cumulative GPA for all campuses. Jeff stated this will affect the SAP processes and policies significantly. Peggy said all transfer course detail will need to be included in the special GPAs. Peggy asked if the CUSAD working group should be the same representation if a committee is formed and the council agreed.

The next CUSAD meeting is scheduled for January 20, 2011 from 1:30-3:00.

The meeting was adjourned at 3:25 p.m.