Present:
Jeff Jacobs, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Katie Nettell, LRSC
Dale Gehring, MiSU
Shelley Blome, Carmen Marohl, and Sheila Dolan, NDSCS
Jeanne Enebo, Bonnie Litton, and Sandy Prudhomme, NDSU
Rohit Kulkarni and Kellie Choate, UND
Marsha Pritchert, VCSU
Erica Renville, WSC
Sue Applegren, Campus Solutions
Nathan Stratton, Gina Padilla and Sheila Tibke, NDUS

Jeanne Enebo, CUSAD Chair, called the meeting to order.

Approval of May 17, 2012, CUSAD meeting minutes
The minutes of the May 17, 2012, CUSAD conference call were approved as presented.

Additions to the Agenda
There were no additions to the agenda.

New CUSAD Chair
Jeanne reported that, according to the rotation schedule for CUSAD chairs, VCSU will be taking over the gavel on July 1, 2012.

Collaborative and Repeat Courses
Nathan said he received an e-mail from Rick Renshaw regarding the collaborative student agreement issue with course retakes. According to Rick’s e-mail, campuses are responsible to monitor repeats of courses taken under the collaborative program. Jeff said we need to find a way to monitor collaborative student courses so enrollment is reported correctly. Nathan will visit with Amy Copas and ask her review NDUS Procedure 404.0 Collaborative Student Procedure with the NDUS collaborative group to see if there is a way to add tracking of collaborative credits. Nathan will forward Rick’s e-mail to CUSAD members.

State Grant & Eight Semester Max
Nathan said the current NDUS Procedure 500.1 ND Student Financial Assistance Program states that students are eligible for the State Grant for their first eight semesters or twelve quarters of college. He said he understands that this is hard to track with transfer students, and that he would like to ask CUSAD members if they would be in agreement to revise the procedure to read students are eligible to receiving eight semesters of funding. Jeff moved, Dale seconded, and it was the consensus of the group to proceed with requesting this change. Nathan reported
that he, Gina, and Sheila have been reviewing the procedure for other necessary changes. Jeff mentioned that auditors are questioning State Grant awarding procedures, such as, why there aren’t recoveries of funds when a student was three-fourths time in December, but was enrolled full time in October. Nathan said he would be willing to draft a statement for the auditor’s explaining the process.

**State Grant**

Dale presented a request to change State Grant procedure to allow a student to remain eligible for State Grant funds after it has been awarded, even if the student receives other third party funds. He presented the request to the Administrative Affairs Council, but Laura Glatt responded to Dale that CUSAD will first need to discuss and take a position on this change and then draft a summary report to present to the Administrative Affairs Council for consideration. Jeff said he supports the idea. Jeanne said this change would take away from the meaning of need based aid. Nathan said a legal opinion would be needed and this would require a legislative change, not a procedure change. He added this would move the State Grant out of the need based category and could be a hard sell to the legislators, who want to give State Grant awards to students that have need. Dale said he would like to ask the legislators to move the program to more of an entitlement program and base the grant on the EFC. Jeanne suggested members give this request some consideration and be ready to discuss it further at the next CUSAD meeting. She also asked that all comments, pro and con, on changing this eligibility requirement be e-mailed to Nathan with a cc to the entire group.

**Opting Out of Paying Other Charges**

Jeff asked if there is a place where campuses can update the message that students see. Sue said Dennis had sent an e-mail in regards to this, and each institution needs to draft their own statement based on their business processes. Sue indicated she would forward Dennis’ e-mail to the group.

In response to a question from Dale on what charges can be paid with Title IV funds, Jeanne responded as long as students authorize payment of Title IV funds for all campus charges, campuses have that authority. Sandy K. added that is why there are options for the students to select which charges their Title IV funds can be applied to. Federal aid cannot be applied to charges the student didn’t authorize. Sandy P. said NDSU runs a query and lets the business office know what charges the student needs to pay. Dennis also sent an e-mail explaining this. Rohit said the business office should have access to this public query. Sandy P. said she’d do some testing and work with Dennis on getting a common practice. The workgroup will report at the next meeting.

**Request for Process to Cancel Aid**

Rohit asked how other campuses are doing cleanup and how often it’s done. Jeanne said her office gets a list from admissions of cancellations and financial aid staff look at these reports daily. Rohit said they try to clean up once a week, but think they are getting behind. He asked if there could be an automated process that could be run once a day, or when appropriate, that would look at admission cancellations and withdrawals. Jeff said they have a system where the financial aid office is notified of cancellations and withdrawals, but would be interested in a
query that would do this. Members were asked to let Rohit know of any ideas on how to do this. Rohit will put this as a voluntary process with a medium-low priority.

Cleanup of Duplicate EMPL IDs
Rohit reported FUG plans to do a cleanup to delete duplicate IDs.

CC DR Request for Consistent Usage of Phone Fields & Cleanup
Rohit presented two items for priority ranking:
- Identify records that have been overwritten due to residency changes. Jeanne said these need to be identified to prevent overawards.
- Send automated phone calls to students that haven’t accepted their aid or don’t have enough aid to cover cost. Rohit said phone number formats are not consistent and international phone numbers have letters. Manual clean-up will take several hours. Rohit requested a consistent format could be developed. Medium priority was assigned.

Checklist Item to Hold Aid
Shelley requested a check list be developed that can be used by financial aid and admissions to keep track of required documentation from students (for holding aid and loans and demand that students have their transcripts submitted before the term starts). Dale said MiSU has a process and he would share the process at the next meeting.

Sandy asked if any campuses allow conditional admits. Most two years campuses said they do allow them.

Taking Attendance vs. Not Taking Attendance for LDA
Katie said she’d e-mail this item and ask the group to respond to her.

Old Business
CUSAD Meeting Schedule
Phone lines disconnected at the beginning of this topic.

NDU Deficiency Report
Nothing was reported due to lack of time.

E-signing MPNs
Nothing was reported due to lack of time.

COA
Nothing was reported due to lack of time.

Repeat Classes at Other Schools
Nothing was reported due to lack of time.

Loan Debt Reporting on Reports/survey
Nothing was reported due to lack of time.
Single Audit
Nothing was reported due to lack of time.

Title IV Authorization to Pay Institutional Charges Workgroup
Nothing was reported due to lack of time.

Unofficial Withdrawals – Discussion with SR
Nothing was reported due to lack of time.

Disbursing Aid in Multiple Disbursements for Modules – Katie/Jeff/ShelleyD’s Fraud DCL
Nothing was reported due to lack of time.

Pell Graduation Rate Disclosure
Nothing was reported due to lack of time.

Repeat Courses for Collaborative Students
Nothing was reported due to lack of time.

Face to face CUSAD Meeting
Nothing was reported due to lack of time.

Common Award Notifications
Nothing was reported due to lack of time.

The meeting was adjourned at 3:00 p.m. The next CUSAD conference call is scheduled for June 21, 2012 from 1:30-3:00.

Minutes prepared by
Sheila Tibke