CUSAD Minutes
Thursday, August 16, 2012, 1:30-3:30 p.m. CT
Conference Call

Present:
Betty Schumacher, VCSU, Chair
Jeff Jacobs, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Katie Nettell, LRSC
Shirley Hanson, MaSU
Dale Gehring, MiSU
Shelley Blome, NDSCS
Jeanne Enebo and Sandy Prudhomme, NDSU
Janelle Kilgore and Rohit Kulkarni, UND
Erica Renville, WSC
Sue Applegren and Dennis Junk, Campus Solutions
Nathan Stratton, Gina Padilla, and Sheila Tibke, NDUS

Betty called the meeting to order.

Approval of July 12, 2012, CUSAD Minutes
It was moved by Dale and seconded by Shirley to approve the July 12, 2012, CUSAD minutes as presented. The motion was unanimously approved.

Need Financial Aid Representative to Serve on Campus Community FUG
Sandy P. reported she has resigned from the FUG group. This group meets monthly and will need a volunteer from financial aid to replace her. Katie volunteered to be the financial aid rep.

Global Service Indicator Request
Rohit provided a follow-up to the last CUSAD meeting. He said Janelle forwarded the Global Service Indicator Set-up to the CUSAD group. It includes four indicator codes: 1) student finance, 2) financial aid, 3) admissions, and 4) records. Rohit asked the financial aid directors to look at the reason codes and see if anything needs to be changed and to assign a priority. He asked if there are other ways to use the global indicator. Betty suggested it be used to stop aid from disbursing if the student’s file is incomplete. Dale said the global service indicator will show up at all campuses, for fraud checks, but questioned if there’s a need for an institutional indicator for financial aid holds. Nathan reported that a SBHE policy is being drafted that will globally address issues like fraud. Dennis said there is a service indicator through admissions FAH to withhold disbursements, and if admissions has set it up, it can be used now. NDSCS has tested it and plans to use it for fall semester. Admissions and financial aid offices have authority to remove holds. Holds can be placed for any student that does not have an official high school or college transcript and if admission forms are incomplete. These holds will be
visible to all departments. Dale moved to approve the information Janelle just e-mailed to the group. Rohit asked if it should include any other info and Nathan suggested adding additional areas. Dennis said they would need to do some testing to see if this is possible. Dale withdrew his motion. With the fraud issues some campuses are dealing with now, Shelley expressed concern with students being able to see the words “fraud check” when they bring up their information. Dennis said he would do some testing and provide guidance to see what the impact would be on disbursement, as it has never been tested on global.

Shopping Sheet/Principles of Excellence with the VA
Betty forwarded a copy of the final financial aid shopping sheet to the group. Dennis asked if there are other items that should be included. It was suggested there be a link to the sheet in the student center, and Jeff said students need to be notified how to access the shopping sheet. He added that someone will need to check to see if a link to the sheet is sufficient and if it can be printed. Jeff said the sheet provides more information than an award letter, as it’s much more detailed, but it does not replace the net price calculator. He said this shopping sheet is not a requirement, but if you signed on to Executive Order 13607, it is required only for veterans, but encourages its use for everyone. Jeff suggested the group move forward. Dennis said he needs to wait to see what PeopleSoft does, and if it doesn’t work in PeopleSoft, a second sheet may need to be added to the award letter.

Returning Unclaimed Federal Student Aid Credit Balances
Jeff inquired as to what campuses have done in the past regarding returning unclaimed federal student aid credit balances. If a student doesn’t cash a check, does it go to unclaimed property or does it need to go back to the program it came from? This is a business office function, but it falls under financial aid regulations. Several campuses reported they don’t have much of an issue with this anymore.

Work Group Needed to Work on System-Level Fraud Prevention
Shelley reported NDSCS has 12 students suspected of fraud, with possibly another one for fall. She recommended, and Katie agreed, a group be formed to get a handle on making sure we don’t have other fraud rings in our system. Nathan suggested a solid plan be in place to give to the auditors regarding finding fraudulent activities. Erika, Betty, Rohit, Nathan, Shelley, Katie, and a representative from MiSU volunteered to serve on this group. Shelley will set up a meeting.

C-Code Letters
Erica asked if anyone is using it or plans to use it. Dennis said this is a priority the group set a few months ago. Erica asked if it will show an explanation, and Dennis responded that it would, but the language hasn’t been determined yet.

Request to Campus Solutions to Review Queries: NDU_FA_0198 & NDU IRS Retrieval
Jeff reported having issues with NDU_FA_0198 and said he’s not sure if it is a timing issue or not. Dennis asked Jeff to contact him regarding a specific student he is having trouble with and Dennis will check it out.
State Grant Processing
Gina asked the financial aid directors how the change worksheets the NDUS office is sending out is working for them. Katie asked why the reports are posted on Sophie rather than sent by e-mail. Gina responded that many campuses prefer it on Sophie since it is the traditional way of sending sensitive documents. There were no other concerns expressed. Gina asked directors to let her know if they prefer to receive the change reports by a different means than Sophie, but said the full report automatically gets posted to Sophie when the job is run.

Fund Authorization Query NDU_FA_0197 is Not Pulling Students Off Once They Agreed to Allow Their Federal Fund to Pay All of Their Charges
Rohit asked if any schools have run NDU_FA_0197 and if it is working for them. Betty reported seeing a lot of students showing up as not accepted when they had previously accepted. Dale said students accept one day and the next day they don’t. Betty questioned if students have been granted access to accept their awards. Sue indicated self-service access needs to be set up to run for 2012-13. Sue asked financial aid staff to send her an e-mail if they are having issues with students not being allowed access to their awards. Jeff said BSC is experiencing issues with students who opt in and then out. Rohit asked Dennis about creating a query to identify which students have selected no. Rohit also asked if there is an audit trail in PeopleSoft, to which Dennis replied there is not. It was the consensus of the group to ask Dennis to create a query to be run daily, if needed, to get the most current data. The query currently doesn’t list the Title IV dollar amount and someone asked if anyone would find this helpful. Dennis said the soonest he could get this done would be several weeks into the semester. It was moved by Rohit, seconded by Sandy P., and unanimously approved that this be set as a high priority. Dennis will work with Rohit on the details.

What Do You Consider a ‘Complete’ File Before Denying Federal Aid
This issue was covered in earlier agenda items.

NDU_FA_0201 Enrolled Students – request an enhancement to the query to identify those students with award amounts at zero offer or award amounts greater than zero. This query is working well but just needs some fine tuning
Jeff asked for an enhancement to the query to pick up students with award amounts greater than zero. He said his only concern is with federal aid. There is a hold on query enhancements now, but would like this to be considered later this fall. This issue will be added to the next CUSAD agenda.

Addition to the Agenda - Volunteer for Information for the NDASFAA Conference
Val reported she had requested a presenter for the training track in November 2012 and was denied, thus, we don’t have a trainer. She said she also contacted Megan at NASFAA and they may be able to provide a federal update one afternoon, and Rick may be able to participate by phone, but not in person. Val asked if anyone that attended NASFAA would be willing present a summary of the information they received at the conference. Shelley said she would contact
NASFAA regarding the fall training track materials. Anyone willing to be a presenter should contact Val.

**Old Business**

**CUSAD Meeting Schedule**
Betty, with agreement from the group, will continue to hold CUSAD meetings on the third Thursday of every month and will extend the time for future meetings for two hours to assure ample time to complete agenda discussion.

**NDU Deficiency Report**
Shirley said registrars will only be required to fill in the date for an F grade. It will appear on the unofficial transcript, but not viewable on the campus transcript. Jeannie reiterated the importance of financial aid staff having access to mid-term grades. Dennis suggested the registrars revisit this issue and vote again. He said he would forward the information to Betty.

**COA**
Dennis reported this has been moved into production.

**Unofficial Withdrawals – Discussion with SR**
Sandy K. expressed concern with how the financial aid office can identify if a student ever attended a class after they enrolled and got their funds. Jeff suggested a change in verbage to state whether or not a student intended to withdraw. Dennis said student records would have to address this issue. Sandy K. added that there is no space to add a comment for the “W”. Jeff said he would follow up with his registrar on how this concern can be addressed.

**Pell graduation rate disclosure**
Nothing to report.

**Adjourn**
It was moved by Katie and seconded by Shirley to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned at 3 p.m.

Minutes prepared by
Sheila Tibke