CUSAD Minutes
Thursday, September 20, 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
Bonnie Litt 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.

ND Community Action Partnership
Andrea Olson, ND Community Action Partnership (NDCAP), briefed CUSAD members about Individual Development Accounts (IDAs). She said the Partnership is a statewide nonprofit organization and offers IDAs to adult participants who are at or below 200% of the Federal poverty guidelines. Qualified participants are able to save up to $2,000 in their IDA and it is matched at a rate of 2:1 allowing them to earn an additional $4,000 at the end of the savings period. The funds can be used for a first home, postsecondary education, or small business capitalization. She added that funds cannot be spent on room and board costs while in college. Andrea said all assets must be purchased in North Dakota and all deposits into the IDA must come from earned income. The money must be saved and spent within two years and participants are allowed to make multiple withdrawals. Andrea will forward brochures with information on the program to CUSAD members, and information is available on their website.

Approval of August 16, 2012, CUSAD Minutes
It was moved by Sandy K. and seconded by Katie to approve the August 16, 2012, CUSAD minutes as presented. The motion was unanimously approved.

Fraud Update
Bill Eggert, NDUS internal auditor, was not available so Nathan provided an update on the fraud issue. Nathan said the focus should be on prevention and Bill has voiced interest in working with financial aid officers to prevent fraud. Nathan reported that Bill and Laura have both been briefed on the fraud issue identified at LRSC and NDSCS, and the students’ files have been
turned over to the OIG and to the state auditor’s office. Nathan said Bill wants to move forward quickly to prevent this kind of fraud from happening again.

**Exit Counseling – Processes, Reports, and Requirements**
Jeff asked what other campuses are doing regarding tracking students to make sure they do exit counseling. Several campuses said they follow-up with e-mails and mail. Dennis said when students do the exit counseling, it is noted in their file.

**Priority Number Used on the Set up of Item Types**
Shirley questioned if priority numbers need to be changed. She had one case where a refund was split between the parent and student and asked if anyone else has experienced this. Dennis suggested assigning numbers to different groups so funds disburse differently. Jeff asked about changing federal item types and Dennis said that would be one way to handle it. Dennis said if a change is required, it should be sent to the finance group since this is on their side. Dale added that the item type is set up on each campus, and it’s an individual campus decision. Dennis said every campus has individual setups and the campuses should be aware of it. He suggested financial aid directors discuss this issue within their offices. Betty said nothing needs to be changed now.

**Bundle 26 Scheduled to go into Production on November 17, 2012**
Dennis reported modifications will be made to allow for LEU in the 2014 AY. For the 2013 AY, PeopleSoft suggests retrieving a history of Pell eligible students. Dale said things are working well now. If campuses request history files now it may affect loans. Dennis said PeopleSoft offered to import the history files, but he doesn’t recommend it since it will cause 2013 loans to be doubled up on the update aggregates page. It was the consensus of the group not to change anything this year anymore and put in place next year.

**ACH Transfer of Funds vs. Sending Paper Checks**
Nathan asked what campuses thought about using ACH transfer for all state scholarship and grant funds. Several campuses agreed with proceeding with ACH. Jeff wants to discuss with campus staff. This item will be discussed at a future meeting.

**NDU_FA_0201 Enrolled Students**
Jeff requested a query enhancement to pick up federal aid greater than zero. Dale agreed. Jeff said he runs the query at census for all students who received federal aid to adjust aid, and he only needs it to filter and not display. Jeff added that he’d like to leave it as an option to only pick up students that have federal aid greater than zero in case campuses want to use the query to gather other information. It was moved by Dale and seconded by Jeff to set this as a high priority. The motion was unanimously approved.

**Create a Standardized Procedure for the Global Financial Aid Service Indicator**
Katie reported the next step in creating the Global Financial Aid Service Indicator is a procedure and asked for volunteers to work on a draft procedure on how to use the global service.
indicator. Shelley, Dennis, and Erica volunteered. Katie will organize a meeting after FISAP is complete.

**Additions to the Agenda**
Val reminded the group the Fall Professional Development Conference will be held Nov. 13-14, 2012. Deadline for room reservations is Oct. 13, and information will be posted on the NDASFAA web site soon. Val asked for volunteers to help Sandy K. do a presentation on what they learned from the NASFAA training. Shelley said she would forward the NASFAA training materials to Val as soon as she receives them.

Jeff asked what other campuses are doing with refunds when federal funds are not involved. Betty responded that campuses are supposed to have a policy in place for refunds that are not federal per the auditors. She said she uses the same percentages as for federal funds. Dale said if it’s in your policy, you have to abide by it.

**Old Business**
**CUSAD Meeting Schedule**
Betty said CUSAD will meet in Bismarck in early December on a Tuesday or Wednesday. Sheila will check motel room availability.

**NDU Deficiency Report**
Nothing to report

**COA**
Nothing to report

**Unofficial Withdrawals – Discussion with SR**
Shirley reported that the student records group hasn’t had time to discuss this issue again. Each campus will need to decide if they want to move the priority up. This issue deals with “F” grades, and Jeff asked how no shows would appear on the report. Dennis said the request was for the last date of attendance to appear on the report. There hasn’t been a lot of feedback from student records. Nathan suggested that someone contact Rhonda Schauer, SAA, because this is a big issue on the veteran side. Dennis said campuses don’t have to wait for the DR to have faculty put dates out there, it can be done now. Shirley was asked to take this back to the student records folks and ask them to put a high priority on it as it is important to the VA.

**Pell Graduation Rate Disclosure**
Sue said it’s a student records responsibility to record, and she’s not sure what the financial aid administrators can do about it other than assisting student records. Dennis suggested financial aid directors ask their student records department to make this a high priority. This issue is complete on the financial aid side.

**Adjourn**
It was moved by Katie and seconded by Val to adjourn the meeting. The motion was unanimously approved.

The meeting adjourned at 2:57 p.m.

Minutes prepared by
Sheila Tibke