CUSAD Minutes  
Thursday, August 15, 2013  
1:30 PM – 3:30 PM  
Conference Call

Present:
   BSC – Jeff Jacobs  
   DSU – Sandy Klein  
   LRSC – Katie Nettell  
   MaSU – Shirley Hanson  
   MiSU – Laurie Weber  
   NDSCS – Shelly Blome  
   NDSU – Jeanne Enebo  
   UND – Janelle Kilgore  
   VCSU – Betty Schumacher  
   WSC - Anna Vinger  
   Campus Solutions – Dennis Junk and Sue Applegren  
   NDUS – Brenda Zastoupil and Gina Padilla

Janelle Kilgore called the meeting to order at 1:30 p.m.

Approval of July 23, 2013, CUSAD Minutes
Janelle said the minutes need to be amended to add Shirley and Cassie to the list of attendees. It was moved by Shirley and seconded by Laurie to approve the July 23, 2013, CUSAD minutes as amended. The motion was unanimously approved.

Additions to Agenda
There were no additions to the agenda.

Agenda
Bottineau Query - Budget Item Code and the corresponding Budget Item Amount – Sue  
Sue said Val requested a query showing students budget codes for a certain aid year. It would be similar to the item type total list. Laurie asked what Val would use this for, and Sue said it would be for audit purposes. It was agreed that this would be a useful query. The development of the query was supported at a medium priority.

Best Practices for Reconciliation of Federal Funds – Jeff
Jeff thanked Sandy Prudhomme for helping him reconcile his federal funds. Jeff expressed that he is having difficulty explaining to his finance department what their role should be in the process, so he suggested the group put together a “best practices” sheet for the campuses to use. Sandy said the biggest piece of the process is balancing with the general ledger and this depends on each campuses individual practices.

UND Query to identify students going through budgeting - Janelle
Janelle said requested a query which shows who is in the budgeting process so she can ensure students are getting the appropriate budget. The development of the query was not supported by the majority of the campuses.

**Housing budgeting - Katie**

Katie said LRSC acquired an apartment building and will be doing 6 month leases, which will be charged 6 months’ rent up-front. She was wondering if other campuses have apartments and how financial aid is processed for the rent. Other campuses with apartments said students are billed rent on a monthly basis, but financial aid is determined on an academic year.

**Teach Grant – Betty**

Betty asked if the reduction to the amount of the Teach Grant is supposed to be implemented for returning students as well as new students. The council said the 6% reduction is to be implemented for returning students as well as for new students.

Betty said she is on her way to a forum with Heidi Heitkamp and she asked campuses who have already had their forum what to expect. Janelle said the forums are focusing on student loan debt.

**State Grant and Scholarship Update – Brenda and Gina**

Concern over the process of final state grant awards was expressed and how student’s other aid could be affected. Brenda noted that the final lists are in the financial aid office’s hands and adjustments should occur at the campus level. Gina added that the process for determining the final list will occur at disbursement. Gina also noted that after final census, grant and scholarship checks should be made available within 1-2 weeks, depending on the number of adjustments that need to be made.

The meeting was adjourned at 2:13 p.m.