Council of University Student Aid Directors (CUSAD)  
MINUTES  
Thursday, October 20, 2016  
Conference Call

PRESENT

BSC            Scott Lingen, Linda Greenstein  
DCB            Val Heilman  
DSU            Chris Meek  
MaSU           Shirley Hanson  
MiSU           Laurie Weber, Lindsay Benson  
NDSCS          Shelley Blome, Shelia Dolan  
NDSU           Bonnie Litton, Sandy Prudhomme, Jeff Jacobs  
UND            Laurie Kovar, Kellie Choate  
VCSU           Marcia Pritchert  
WSC            Heather Fink  
CTS            Sue Applegren, Crystal Tangsrud  
NDUS           Kristin Ellingson, Alexandria Bauer

NOT PRESENT

LRSC  
SLSC

Val called the meeting to order at 1:31 pm.

ADDITIONS TO AGENDA

NEW BUSINESS

1. Approval of September Minutes
   Scott motions to approve September minutes
   Shelley seconds the motion
   Motion passes
   Minutes approved
2. **CTS Updates – Crystal & Sue**
   - **Upcoming Outages**
     - Stage: 11/15 starting at 5am (tentative) – Bundle 43 Installation
     - Production: 11/19 starting at 5am (tentative) Bundle 43 Installation
   - **Disbursement Rules** – checklists for 399 Code – Suspended ISIRs with 399 C-Code
     Can’t disburse any future aid until the 399 has been resolved. If you would like CTS to put the item type specific disbursement rules on for you with TR, please let CTS know.
   - **FA Term Build for AY 18** – postponed until next CUSAD meeting
   - **Pell, Aggregates, and INAS Update for AY 18** – Pell tables are available. If you are going to package earlier then February, please let CTS know. CTS is testing Pell and INAS now. Aggregates are also in testing. If you have any doubles please let CTS know.
   - **AY Rollover Training** – early to mid-February

3. **Document Validity: photo PDFs and NDASFAA Update – Scott Lingen**
   Student would like to take a picture of their documents and email the document. Documents have been accepted if there was a picture quality issue. No probably accepting it as long as it is legible.
   NDASFAA president elect position needs to be filed. The board of directions will nominate people and an email will be sent to the voting members to vote on a new president elect. Fall conference registration is open – 33 people registered. Registration closes on November 1st. Please register if you are planning on coming.

**Addition**

**Packaging returning students – Laurie Weber**
NDUS packaging freshmen in mid-march. Returning students will be packaged after SAP and will package the end of May. BSC and UND will have the same process for returning students.

**Old Business**

**MEETING ADJOURNED**
The next meeting is Thursday, November 17 at 1:30 pm. Scott makes a motion to adjourn the meeting. Val seconds the motion. Val adjourned the meeting at 2:11 pm.

Minutes prepared by Alexandria Bauer, NDUS