Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, November 17, 2016
Conference Call

PRESENT
BSC          Scott Lingen, Linda Greenstein
DCB          Val Heilman
DSU          Chris Meek
LRSC         Katie Nettell
MaSU         Shirley Hanson
MiSU         Laurie Weber
MiSU         Laurie Weber
MiSU         Laurie Weber
MiSU         Laurie Weber
NDSCS        Shelia Dolan
NDSU         Sandy Prudhomme, Jeff Jacobs
UND          Janelle Killgore, Kellie Choate, Candace Skavlem
VCSU         Betty Schumacher, Marcia Pritchert
WSC          Heather Fink
CTS          Sue Applegren, Crystal Tangsrud, Tom McNaughton
NDUS         Kristin Ellingson, Alexandria Bauer

NOT PRESENT
SLSC

Val called the meeting to order at 1:32 pm.

ADDITIONS TO AGENDA

NEW BUSINESS
1. Approval of October Minutes
   Scott motions to approve October minutes
   Janelle seconds the motion
   Motion passes
   Minutes approved
2. **CTS Updates – Crystal & Sue**
   - **Upcoming Outages**
     - Production/Query: 11/19/2016 from 5am-6pm – going well no big issues
     - Low Coverage starting 11/21 through 12/2 – 1 person during normal business hours
   - **NDU Award Letter Select** – no campuses use the cancelled awards letter, exclude scholarship only students (not sending them an award letter) no campus uses this either. Campuses not using these two options will make the process run smoother.
   - **Student Service Center Admin View** – testers are needed (1 person per campus). Those who would have access to this view is determined by campus. CTS has prepared a document to share.

3. **Loan Indebtedness – Lindsey Benson**
   It is in production. NDSU has done extensive testing in the stage environment. The process gives you the functionality to create an email and letter in the same process. NDSU is planning on creating both emails and letters, sending an email notifying the student to check their student center. They will run COMM GEN for letters but not mailing the letters. The letter will be viewable in their student center. The student will be notified with a generic email containing no personal information. Templates are individual to the campus and can be updated to meet the needs of the school.

4. **Archiving old checklist items – Jeff Jacobs**
   No way to archive those checklist items per CTS.

5. **Sending Official Communication on C-flag 399 – Brenda Zastoupil**
   Holding off on anything until she received feedback from the attorney general.

**Revision to ISIR Cross Reference Report – Sandy Prudhomme**

It was our understanding that the ISIR Cross Reference was a PS delivered report that could not be modified so NDU_FA_0247 was created to identify factors that would assist us in determining whether or not the suspended ISIR could or should be loaded. However, because NDU_FA_0247 was not able to perform a search match, we still had to run the Cross Ref report to identify students with a discrepancy in their name, DOB or SSN. So my questions is this: If we were able to add IRS Data Retrieval info to the ISIR Cross Ref report, is it possible to add other info that is on NDU_FA_0247 so that we only need to run one report to determine which suspended ISIRs need to be loaded? With this updated report we would also know the transaction number of the most currently loaded ISIR.

The fields from NDU_FA_0247 that we would like added to Cross Reference are: Source of Corr, Process Dt, ISIR Primary EFC, Primary EFC, Reject Code, ED Verf St, Aid App St, Career, Date of Action, Application Status, Admit Term

The order of the fields are as follows, anything in yellow has been added from NDU_FA_0247:

ISIR last name, ISIR first name, PERS names, ISIR birth date, PERS birth date, ISIR SSN, PERS SSN, EMPLID, EC queue instance, Trans nbr, Match on, Admit Type, Admit Term, Date of Action, Recruiting
Another field we would like added that is not on either report is the ISIR Trans Nbr from the most currently loaded ISIR. This field could be added after Trans nbr. This would be helpful when pulling a cumulative list & determining if there is a more recent ISIR added.

The Ed Verf St could replace the Verif Status if they are bringing in the same type of information.

The Address 1, Address 2, City, State and Postal could be removed as they produce blank fields.

NDU_FA_0247 can’t do a search match.

Addition

Old Business
   Roll over – Val
   Sue will send late January dates by the end of the week.

MEETING ADJOURNED
The next meeting is Thursday, December 15 at 1:30 pm. Scott makes a motion to adjourn the meeting. Val seconds the motion. Val adjourned the meeting at 2:20 pm.

Minutes prepared by Alexandria Bauer, NDUS