Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, March 16, 2017
Conference Call

PRESENT
BSC       Scott Lingen, Linda Greenstein
DCB       Val Heilman
DSU       Chris Meek
MiSU      Laurie Weber, Lindsey Benson
NDSCS     Shelia Dolan, Carmen Marohl
UND       Janelle Killgore, Kellie Choate
VCSU      Patti Rickford
WSC       Andrea Carver
CTS       Sue Applegren, Crystal Tangsrud, Tom McNaughton, Ben Ford
NDUS      Kristin Ellingson, Alexandria Bauer

NOT PRESENT
LRSC
MaSU
NDSU
SLSC

Val called the meeting to order at 1:30 pm.

ADDITIONS TO AGENDA

NEW BUSINESS
1. Approval of January and February’s Minutes
Scott motions to approve January and February’s minutes
Val seconds the motion
Motion passes
Minutes approved
2. **Collecting transfer student’s high school transcripts – Laurie Weber**  
   Issue – as financial aid offices, are we comfortable with the admissions office not having documentation of high school completion for those who have between 24-60 credits.

   No gap or concern with not collecting transcripts for any student above 24 credits.

3. **CTS Updates – Crystal & Sue**  
   - Upcoming Outages:  
     - Production  
       - 3/15: 6am-10am: Critical Fix Installation (COD 2017-18) – waiting on new fix  
       - 4/1: 5am-12pm: Production Outage for an upgrade to infrastructure  
       - 4/9: 8pm-12am: History Run  
     - Lunch and Learn: 3/23 at 12pm “The Bio-Demo Process” – a walk through the processes of search match, updating records, the Bio Demo hand book and how you can make the system work better for your processes.  
     - Re-budgeting/Repackaging Training - The 2 hour session starts at 9am. In this session will be covering the ins and outs of rebudgeting and discussing Repackaging Pell Only, Loans Only, and total Repackaging. It should be a great discussion/training. Let Crystal & Sue an email if you are planning on attending.  
     - Wells Fargo Files – campus solutions is set up to receive these files.  
     - UND – reconciliation excel file is needed  
     - CTS will look on their end to see what they can come up with. UND send CTS an email with what columns are needed for a reconciliation file.

4. **Proposing a Campus Solution assisted Gainful Employment Disclosure process – Valerie**  
   We have to have a confirmed response from the student that they have the read the gainful employment disclosure and has been provided with it before they are allowed to make any type of financial commitment and register with the institution. We need to be able to confirm the student received it/presented to them.  
   Activity Guide – student would complete a step-by-step process. It lives in the To Do list in the student center. It is assigned to the student, kind of as a checklist. An email is sent to the student and they will need to go to their To Do list to complete the item. A service indicator can be added to prevent enrollment if this is not done.  
   Due date is July 1st and CTS is hoping to have it completed June 1

5. **Update on the Spring NDASFAA Conference – Scott Lingen**  
   Reminder to register soon. The early registration fee ends the 22nd.
Additions

Old Business

MEETING ADJOURNED
The next meeting is Thursday, April 20 at 1:30 pm. Val adjourned the meeting at 2:11 pm.

Minutes prepared by Alexandria Bauer, NDUS