Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, April 20, 2017
Conference Call

PRESENT
BSC Scott Lingen, Linda Greenstein
DCB Val Heilman
DSU Chris Meek
LRSC Katie Nettell
MiSU Laurie Weber, Lindsey Benson
NDSCS Shelia Dolan, Shelly Blome
NDSU Jeff Jacobs
UND Janelle Killgore, Kellie Choate
VCSU Betty Schumacher, Marcia Pritchert
CTS Crystal Tangsrud, Chad Gilbertson
NDUS Kristin Ellingson, Alexandria Bauer

NOT PRESENT
MaSU
WSC
SLSC

Val called the meeting to order at 1:39 pm.

ADDITIONS TO AGENDA

NEW BUSINESS

1. Approval of March’s Minutes
   Katie motions to approve March minutes
   Scott seconds the motion
   Motion passes
   Minutes approved
2. **CTS Updates – Crystal & Sue**
   
   • **Upcoming Outages:**
     
     o **Production**
       
        4/25: 5am-6pm – Oracle 12c Installation
        5/15: 5am-6pm – Tentative Bundle 45 Installation
     
     o **Stage**
       
        4/29: 5am-6pm – Oracle 12c Installation
        5/20: 5am-6pm – Tentative Bundle 45 Installation – minor fixes
     
     o **ISIR C-Code Working Group** – C-Code report has minor issues. There are two different types of reports and in a old format (programming language). ISIR C-Code report working group to condense those two reports and improve them. MiSU, BSC, LRSC, and UND have volunteers for this working group.
     
     o **Service Request: NDU Award Letter Select (see Award Letter Select attachment)** - There are four proposed changes to the NDU Award Letter Select Process:
       
       1. The reintroduction of an option to exclude scholarship only students from being selected. This was available in the old (SQR) version of this process and was approved by CUSAD for removal. However, in testing the newest version (App Engine) users indicated they were actually using this option and expressed a need to have it put back into the Run Control as an option.
           - No opposition
       2. Currently in order to send a revised award notification the user needs to change the Award Notification status back to “Initial.” It has been proposed that this be removed so that if there is a change in amount or an additional awarded added the revised notification would just automatically be sent when the process is run, without the Award Notification status having to be changed.
           - No opposition
       3. Several schools elect to send their incoming freshmen (and possibly transfers) paper award letters. This takes some “toggling” of the Run Control options and strategic packaging orders to get the right population letters. To assist with this it has been requested that an option be added to the Run Control that when selected would indicate that if a student has an admit term of the prompted term their initial award notification would be sent by letter.
           - No opposition
       4. Due to the cost of mailing award letters it has been requested that an option be added to the Run Control that when selected would send revised award notifications by email, even if the method is set to “letter.” It’s important to note that if #3 is approved this may not be necessary. Example: The method may be set to “email” already, but the option to send new admits for the prompted term a “letter.” Therefore all non-initial notifications would go via email, which is the method set.
           - Tabled
3. **Requested Language Change & Service Request – Janelle Kilgore**

Language change: “Please proceed to the full website to Accept/Decline your awards”

*No opposition*

Service request: Days of Instruction

Our new summer budgeting formulas are set up to run off of student groups, and since the non-FAFSA filers don’t go through the NDU DOI process, they aren’t put into student groups and they get an incorrect budget.

EFC Proration is an essential part of our summer process, in order to correctly package the student, the EFC needs to be accurate. Right now we have to manually look up each student to see if they had fall and spring enrollment.

It would be very helpful if the NDU Days of Instruction process included all enrolled students. Right now only students with a FAFSA go through the process. We have populations like athletes and students that pursue only alternative education loans that do not fill out FAFSA’s.

It would also be very useful if we could get 2 additional columns indicating whether or not they were enrolled for Fall and Spring. This helps us in determining if an EFC proration is necessary (one column for fall and one for spring)

*No opposition*

4. **DRAFT Updated Bio Demo Handbook and Solomon Amendment Report – Katie Nettell**

The campus community user group has asked us to review and approve the updates or add/against suggestions. UND – create consistencies of how to inactive bad addresses. SSN – research what was decided and ask it to be put in the Bio Demo Handbook. The draft Biodemo Handbook should include instruction on how to update a student SSN if no SSN is provided initially. With permission from the student the campus can enter the SSN in Campus Connection directly from the ISIR. The group decided to not approve the draft Biodemo Handbook until this has been added.

*Majority – see the additions and then improve. At this time the group is NOT approving the Bio Demo draft.*

Service Request: Solomon Amendment Report
These students are not included in any of our enrollment reporting and are different kinds of students than our regularly enrolled students.
MiSU would like the Solomon Amendment Report to exclude the students in the CNED career and any students auditing courses only.

**No opposition**

5. **Update on state scholarships – Alexandria Bauer**
   HB1283 passed and signed by governor. When the legislative session is over, we will begin an more in-depth analysis of all bills that have been passed and begin preparing implementation plans. For now, here is a link to the final version of HB1283, which has been signed by the Governor. The bill will go into effect August 1, 2017.

   **AC-CTE** – fall returning lists will be sent to the schools after GPAs are pulled in. Early to mid June the lists should be sent.

   **State Grant** – LEU issue needs to be fixed and lists will be sent after it is fixed. We do not sent letters to students.

6. **Exit Counseling and Default having an impact on transcript releases and enrollment holds - Valerie Heilman**
   No one does this.

**Additions**

   **Record retention – Laurie Weber**
   A system wide retention policy would better.

**Old Business**

**MEETING ADJOURNED**
The next meeting is Thursday, May 18 at 1:30 pm. Val adjourned the meeting at 2:55 pm.

Minutes prepared by Alexandria Bauer, NDUS