Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, June 15, 2017
Conference Call

PRESENT
BSC    Scott Lingen, Linda Greenstein
DCB    Val Heilman
DSU    Chris Meek
LRSC   Katie Nettell
MaSU   Shirley Hanson
MiSU   Lindsey Benson
NDSCS  Shelley Blome, Sheila Dolan
NDSU   Bonny Litton, Sandy Prudhomme
UND    Kellie Choate
VCSU   Betty Schumacher, Marcia Pritchert
CTS    Crystal Tangsrud, Chad Gilbertson
SLSC   Kelly Bisek
NDUS   Kristin Ellingson, Alexandria Bauer

NOT PRESENT
WSC

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

ADDITIONS TO AGENDA
Professional Judgements/Special Circumstances – Betty Schumacher

NEW BUSINESS

1. Approval of May’s Minutes
   Scott motions to approve May’s minutes
   Shelley seconds the motion
   Motion passes
   Minutes approved
2. **CTS Updates – Crystal**
   - **Upcoming Outages:**
     - **Production**
       - 8pm June 30 through 1am July 1: Fiscal Year End
   - **Moving to delivered loan counseling functionality** – goal is to have this done prior to PeopleSoft 9.2. Oracle support is available.
   - **CSV to be added to the SAP Collaborative Report** – now in stage
   - **Suspended ISIR Report** – back in production
   - **HUEG Conference** – October 11 and 12 in Minot

3. **Additional Column for NDU Unearned Failing Grades – Jeff Jacobs**
   NDSU would like to request a column be added to the NDU Unearned Failing Grades report that would have a total of federal aid. This additional column would help identify students who have federal aid in addition to Pell, Sub and Unsub and have all failing grades as these students need to be evaluated for a Return of Title IV aid.
   - Priority: Not Time Critical
   - No Opposition

4. **Perkins Entrance/Exit Loan Counseling – Jeff Jacobs**
   Updating verbiage on the checklist. It is global.
   LRSC motions to approve the change in language
   NDSU seconds the motion
   Motion passes

5. **Record Retention Update – Laurie Weber**
   Jerry was working with NDUS legal representatives to draft language that would direct that all student records of any kind be retained in the case of a litigation hold or unpaid student bills.

6. **SR DR to allow students to independently drop to 0 credits before the first day of class – Valerie Heilman**
   No action is required on our part.

7. **Checking for latest update for GE disclosure – Valerie Heilman**
   It is in testing and standing by to see if there will be any changes. There will be additional reports and queries for those students who have change/add their major (phase 2).
   Starting with coding it 1810 is the majority vote and CTS will move ahead with the programming.
   Majority agrees
8. **CUSAD chair rotation – Valerie Heilman**  
Chris Meek is the next CUSAD chair – August 1 – July 31  
LRSC is after DSU.

**Additions**

**BIO Demo Handbook – Katie Nettell**  
Still in draft form

**Professional Judgements/Special Circumstances – Betty Schumacher**  
LRSC and BSC is using 2016 income information and considering 2017. Both are on a case by case basis  
2017 – most recent paystubs  
2016 – tax transcripts or tax returns

**NSLDS Webinar**  
The school where the student is non-degree seeking should not be reporting anything to NSLDS. Only the home school should be reporting that information to NSLDS and include the host school’s credit load.

**Old Business**

**MEETING ADJOURNED**  
The next meeting is Thursday, July 20 at 1:30 pm. Val adjourned the meeting at 2:21 pm.

Minutes prepared by Alexandria Bauer, NDUS