Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, December 21, 2017
Conference Call

PRESENT
BSC   Scott Lingen
DCB   Val Heilman
DSU   Chris Meek
LRSC  Katie Nettell
MiSU  Laurie Weber
NDSCS Shelia Dolan
NDSU  Bonnie Litton
UND   Janelle Kilgore
VCSU  Marcia Pritchert
CTS   Crystal Tangsrud, Sue Applegren, Chad Gilbertson
NDUS  Brenda Zastoupil, Kristin Ellingson, Alexandria Bauer

NOT PRESENT
MaSU
WSC
SLSC

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

ADDITIONS TO AGENDA

NEW BUSINESS

1. Approval of November Minutes
Scott motions to approve November Minutes
Laurie seconds the motion
Motion passes
Minutes approved
2. **CTS Updates – Crystal**
   - **Upcoming Outages:**
     - **Production: History Run**
       - January 7th: 8:pm-12am
     - **AY Rollover** – Because verification is right around the corner we discussed continuing with the AY Rollover process. Specifically pages 14-18. However, you can complete up to page 18. You will need to complete this section prior to awarding. There is no deadline to complete this as it based on your campuses’ needs. Call Sue or Crystal if you have questions.
     - **Bookstore Software Survey**
       - BSC – MBS
       - DCB – MBS
       - DSU – Folett
       - LRSC – MBS
       - MaSU – MBS
       - MISU – Barnes & Nobel
       - NDSCS – MBS
       - NDSU – MBS
       - UND – Follett
       - VCSU – MBS
       - WSC – not present

3. **Data Privacy and Third Party Award Notifications – Jeff Jacobs**
   EFC cannot be given to scholarship organizations. Schools can only release cost of attendance. The student can give their information to the organization.
   

4. **Verification – Katie Nettell**
   Students are required to complete a self-employment tax return if they report $400 for services performed in a tax year

Additions

Old Business

MEETING ADJOURNED
The next meeting is Thursday, January 18 at 1:30 pm. Chris adjourned the meeting at 2:15 pm.
Minutes prepared by Alexandria Bauer, NDUS