Council of University Student Aid Directors (CUSAD)  
MINUTES  
Thursday, January 18, 2018  
Conference Call  

PRESENT  
BSC  Scott Lingen, Linda Greenstein  
DCB  Val Heilman  
DSU  Chris Meek  
LRSC  Katie Nettell  
MaSU  Shirley Hanson  
MiSU  Laurie Weber, Lindsay Benson  
NDSCS  Shelia Dolan  
NDSU  Bonnie Litton, Sandy Prudhomme, Jeff Jacobs  
UND  Janelle Kilgore  
VCSU  Marcia Pritchert  
WSC  Heather Fink  
CTS  Crystal Tangsrud, Sue Applegren, Chad Gilbertson,  
     Tom McNaughton  
NDUS  Brenda Zastoupil, Kristin Ellingson, Alexandria Bauer  

NOT PRESENT  
SLSC  

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

ADDITIONS TO AGENDA  
ND National Guard students – Laurie Weber  

NEW BUSINESS  

1. Approval of December Minutes  
   Laurie motions to approve December Minutes  
   Scott seconds the motion  
   Motion passes  
   Minutes approved
2. CTS Updates – Crystal
   - Upcoming Outages:
     - Stage
       - February? Bundle 48 Installation
     - Production:
       - February 5 from 8pm-12am: History Run (1830 Census)
   - **NDU FA Term Inactivation** - FA Term inactivation is run at the end of FA Term Build each night. It’s job is to identify students have zero enrollment for a term and zero aid who have an active FA Term row. It then adds an inactive FA Term row on the top. This was introduced to keep these students, who had no enrollment for the term, from getting picked up for SAP originally. Now we also rely on this process to exclude these students from NDU Ready Package as well. The schools decided to go with the last option and target term is 1840.

3. Verification Communication and Request to change name entry – Katie Nettell
   How do colleges send out verification communications? Paper letter to freshman and email to returning students
   What email address do you send the communication to? School email address. Preferred emails are used until campus emails are activated (BSC).
   Do you send verification communication for freshman? Paper letter to freshman
   Katie motions to allow CTS to create a process to paper letters to freshman verification students and allow electronic communication to returning students. Janelle seconds the motion. Motion passes/no opposition. High priority

   If a student does not have a first name, the campus community user group would like to use FNU or NFN the first name spot depending on how the SSN card reads.

4. Verification Question – Laurie Weber
   How do schools handle low income students when the amount of income doesn’t support the family size? Some schools will ask for additional information. If the student indicates they are receiving services, LRSC does not ask for additional information if that student isn’t selected for verification.

5. Data Privacy and Third Party Award Notifications: Update on NDIS: Janelle Kilgore
“Let’s say a student learns about possible external scholarship and obtains scholarship application. The scholarship application has three parts: A, B and C. Part A is for student, part B is for FAO use and part C is for scholarship foundation use. Student fills out part A and goes to FAO so they can fill out part B with EFC and other financial aid data. FAO fills out part B and hands the application back to student. Student then mails application to scholarship foundation and they work their magic on part C.
My understanding is that this type of situation is being researched by our privacy office for further guidance. I too have schools doing different things based on their understanding or what they heard. I have heard schools writing generic letters to students, shopping sheet, students reviewing and making copies of their files, etc.
It would be great if we could get a definitive answer.”

The needs analysis form needs to come the student. You can provide an award letter to the student. NDUS will continue to brainstorm on the NDIS needs analysis form.

Additions

ND National Guard reimbursement – Laurie Weber
ND National Guard will still be paying fees at 50%, tuition at the remaining 75% of tuition after the waiver has been applied.

Old Business

MEETING ADJOURNED
The next meeting is Thursday, February 15 at 1:30 pm. Chris adjourned the meeting at 2:53 pm.

Minutes prepared by Alexandria Bauer, NDUS