Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, March 15, 2018
Conference Call

PRESENT
BSC  Scott Lingen, Linda Greenstein
DCB  Val Heilman
DSU  Chris Meek
LRSC  Katie Nettell
MaSU  Shirley Hanson
MiSU  Tonya Critz, Kelli Marchand
NDSCS  Shelley Blome, Sheila Dolan
NDSU  Bonnie Litton, Sandy Prudhomme
UND  Janelle Kilgore, Kellie Choate, Angela Osborn
VCSU  Marcia Pritchert
WSC  Heather Fink
CTS  Crystal Tangsrud, Sue Applegren, Chad Gilbertson
NDUS  Brenda Zastoupil, Kristin Ellingson, Alexandria Bauer

NOT PRESENT
SLSC

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

ADDITIONS TO AGENDA

NEW BUSINESS

1. Approval of February Minutes
Scott motions to approve February Minutes
Shirley seconds the motion
Motion passes
Minutes approved
2. CTS Updates – Crystal
   • Upcoming Outages
     o Stage
       ▪ 3/19 from 8AM-3PM: Bundle 48 and YRP Critical Fix Installation
     o Production
       ▪ 3/31 from 5AM-6PM: Bundle 48 and YRP Cristal Fix Installation
       ▪ 4/8 from 8PM-12AM: History Run
   • Lunch and Learn: 3/22 12AM-1PM: The session is intended for NDUS personnel who work with Personally Identifiable Information and are wanting more information on our to send this information securely. This session will provide basic information on Personally Identifiable Information and best practices with sending/receiving this information securely. Liquid Files, Movelt, and other sending options will be discussed. We will discuss techniques and tools used to protect information, how to properly store and send sensitive data, and answer any questions you might have regarding data protection and best practices.
   • YRP Update – testing over the last few days. An invitation to test will be emailed next week and documentations will be provided.
     No crossover: BSC, DCB, DSU, LRSC, MaSU, NDSCS, NDSU, VCSU, WSC
     Crossover: UND
     Unsure: MiSU
   • NDU_FA_0061 Missing Mandatory Budget Amounts Rewrite – rewriting into the newer programing language & removing inefficiencies.
     No Opposition
     Motion to move to a CVS report passes
     Priority level: low
   • NDU_FA_0115 Award Letter Select and No ISIRs Issue – No Opposition
     Motion to make the change and the change will not effect those who do not need use it passes
     No Opposition
     Motion to select federal aid greater than zero pass
     Priority level: High
   • Old Business
     o Budget Process using Population Update – NDU Freeze Budgets (NDU_FA_0044) – As of right now, CTS is not moving forward to change customization. It will remain in place and unchanged.

3. Change to NDU Suspended ISIR Report – Laurie Weber
   MiSU would like to request that Phone number be added to the NDU Suspended ISIR report. Per conversation with Crystal, we have learned that column SS on the report is the Admit Level from the Suspense Mgmt page, which doesn’t seem to be accurate or useful, so perhaps we should just delete it from the report? We would like the phone number added simply to make it easier to contact the students.
   No Opposition
   Change passes
   Priority level: Important (3)
4. **Revised award letters – Katie Nettell**
   BSC send a generic revised award letter. BSC will share text with LRSC and DSU. CTS will work with LRSC and DSU on this process.

**Additions**

**Old Business**

**MEETING ADJOURNED**
The next meeting is Thursday, April 19 at 1:30 pm. Chris adjourned the meeting at 2:16 pm.

Minutes prepared by Alexandria Bauer, NDUS