Council of University Student Aid Directors (CUSAD)

MINUTES
Thursday, May 17, 2018
Conference Call

PRESENT
BSC  Scott Lingen, Linda Greenstein
DCB  Val Heilman, JaLee Lynnes
DSU  Chris Meek
MaSU Shirley Hanson
MiSU Laurie Weber
NDSU Bonnie Litton, Sandy Prudhomme, Jeff Jacobs
NDSCS Shelley Blome, Sheila Dolan
UND  Janelle Kilgore
VCSU Marcia Pritchert, Patti Rickford, Karen Crooks
CTS  Crystal Tangsrud, Sue Applegren, Chad Gilbertson,
     Tom McNaughton, Darin King
NDUS Brenda Zastoupil, Kristin Ellingson, Alexandria Bauer

NOT PRESENT
LRSC
SLSC
WSC

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

ADDITIONS TO AGENDA

NEW BUSINESS

1. Approval of April Minutes
   Janelle motions to approve April Minutes
   Scott seconds the motion
   Motion passes
   Minutes approved
2. **Shared Services Taskforce Discussion – Darin King**
   The main area the taskforce has focused on, is if a shared verification process would be cost-effective. Based on the low amount of verifications completed at multiple institutions, the taskforce has agreed that a shared verification process may not be cost-effective from a full-system level. In addition, financial aid employees that are currently working in a verification position would still be needed in a shared services environment. These employees have other duties assigned to their position and provide customer service to students.
   Find operation efficacies to help this process long

3. **CTS Updates – Crystal**
   - **Upcoming Outages**
     - **Stage**
       - 5/29 from 8am to 6pm: Bundle 49 Installation
     - **Production**
       - 6/2 from 5am to 6pm: Bundle 49 Installation
       - 6/3 from 8pm to 12am: History Run (End of Term 1830)
   - **Crystal Reports in 8.55** – Crystal reports will not exist in 8.55.
   - **DUO for Students and Staff/Faculty** - We are working on efforts to implement DUO security on specific pages/fields within Campus Solutions on the student role. DUO will challenge the student to provide two-factor authentication. This will deliver an extra layer of security on pages, fields, or reports that contain sensitive data. DUO has already been rolled out in multiple places in HR and FIN, so you may be familiar with the process from those systems. We are seeking input from the User Groups on which data you think this security may be most beneficial/necessary. One area that Campus Solutions has already identified is Direct Deposit information. For an example, when a student would go in to enter or edit bank information, DUO would challenge them for a second authentication. We’re looking for other suggestions of fields or pages where dual authentication might be warranted.
   - **SOPHIE to Transfer/Move-It** – changes will come the end of May and early June. Files from NDUS will be sent through Transfer/Move-It. Sophie will not be used.
   - **2018-19 ISIR Reprocessing (5/23) for Pell Eligible** - For those schools who have not yet packaged any students for the 2018-19 year, there are no additional steps other than your traditional packaging ones. If your institution has already awarded some or all of your students for the 2018-19 year, you will need to identify these students to make sure their Pell Grant is awarded. To do this use the NDU Pell Eligibility Report (NDU Applications > NDU Financial Aid > Report) to identify students who have a Pell Eligible Flag equal to “Y” on their ISIR but do not have a Pell Grant. Note: This will only return students who have a Packaging Status equal to complete. In addition to Pell Grant, if your institution uses the Pell Eligible Flag to determine SEOG eligibility these students will also need SEOG. To identify students who do not have SEOG but have Federal Pell Grant you can run query NDU_FA_0278, SEOG Awarding Query. We recommend running this after you package the students with Pell.
4. **Unaccompanied Homeless Youth - Scott Lingen**  
Other schools have not seen an increase. Do you require additional documentation?  
Trust the system, trust the process.

5. **Self Service Loan Status Message – Janelle Kilgore**  
Please review the excel file. The current comments need to be cleaned up. It is confusing for the students.  
It has been delivered to us like this.  
No opposition  
Motion Passes  
The suggested comments have been approved.  
Deadline: before the end of the summer

6. **Transgender Discussion – Marcia Pritchert**  
As it stands, all citizens whose birth assigned sex was male must register within thirty days of their eighteenth birthday.

**Additions**

**Old Business**

**MEETING ADJOURNED**  
The next meeting is Thursday, June 21 at 1:30 pm. Chris adjourned the meeting at 2:41 pm.

Minutes prepared by Alexandria Bauer, NDUS