Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, June 21, 2018
Conference Call

PRESENT
BSC Scott Lingen, Linda Greenstein
DCB Val Heilman, April Abrahamson
DSU Chris Meek
LRSC Katie Nettell
MaSU Susan Cordahl
MiSU Laurie Weber, Lindsey Benson
NDSU Bonnie Litton, Sandy Prudhomme, Jeff Jacobs
NDSCS Shelley Blome, Sheila Dolan
UND Kellie Choate
VCSU Marcia Pritchert, Patti Rickford
WSC Heather Fink
CTS Crystal Tangsrud, Sue Applegren
NDUS Brenda Zastoupil, Kristin Ellingson, Alexandria Bauer

NOT PRESENT
SLSC

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

ADDITIONS TO AGENDA

NEW BUSINESS

1. Approval of May Minutes
   Scott motions to approve May Minutes
   Shelley seconds the motion
   Motion passes
   Minutes approved
2. Procedure 502 Financial Aid – Brenda Zastoupil

PROCEDURE:
1. Campus personnel with appropriate Campus Solutions security shall manually apply a Financial Aid (FA) service indicator to the individual campus accounts of students who are suspected of submitting fraudulent financial aid or admission information. The indicator can be removed by campus personnel with appropriate Campus Solutions security.

2. The FA service indicator shall prevent a student from registering, enrolling, or from receiving the disbursement of financial aid at that institution.

3. The FA indicator shall be manually applied, by those with appropriate security, as follows:
   a. Stage 1:
      i. An institution applies an FA Institutional Service Indicator FDI (Reason Code Stage 1) indicator if it is suspected that an individual has submitted false or misleading information for the purpose of misleading or defrauding the institution, or fraudulently obtaining federal funds, including submitting incomplete information. Following satisfactory review and resolution, the institution may remove the indicator.
      ii. The indicator is only viewable by the institution applying the indicator.
      iii. The student record will describe the hold as: “Documentation Incomplete.”
   b. Stage 2:
      i. If, following campus review in Stage 1, it is still suspected that an individual has submitted false or misleading information for the purpose of misleading or defrauding the institution, or fraudulently obtaining federal funds, the institution shall turn over student information to NDUS internal audit for review. Simultaneously, the home institution shall apply and FA Institutional Service Indicator FDI (Reason Code Stage 2) indicator to the student account.
      ii. Following satisfactory review and resolution by NDUS internal audit, the NDUS internal auditor and institution financial aid office can jointly remove the Stage 2 indicator.
      iii. If the issue is not satisfactorily resolved, The institution will alert other NDUS institutions where the student has applied for admission or is enrolled.
      iv. The indicator is only viewable by the institution applying the indicator.
      v. The student record will describe the hold as: “Documentation Incomplete.”
   c. Stage 3:
      i. If, following internal audit review in Stage 2, it is still suspected that an individual has submitted false or misleading information for the purpose of misleading or defrauding the institution, or fraudulently obtaining federal funds, the institution shall notify and turn over student information to the Office of Inspector General (OIG.)
      ii. The institution shall apply a Stage 3 Global Financial Aid indicator (GFA) to the student account.
      iii. Following satisfactory review and resolution by the OIG, the NDUS internal auditor and institution financial aid office can jointly remove the Stage 3
indicator. The institution will notify the NDUS institutions where the student has applied for admission or is enrolled.

iv. The indicator is viewable by any NDUS employee with CND Campus Connection security, but only at the institutions where the student is an applicant.

v. The student record will describe the hold as: “Documentation Incomplete.”

vi. The institution shall notify the student immediately of the reason for the addition of the Stage 3 indicator and hold and its release to all NDUS institutions. Upon request, the institution shall provide the student with a copy of the records and give the student an opportunity for a hearing to challenge the records.

3. CTS Updates – Crystal

- **Upcoming Outages**
  - **Query/Report**
    - PeopleTools 8.55 Installation Friday, July 13 at 5pm through Wednesday, July 18 at 6pm
  - **Production**
    - PeopleTools 8.55
      - Production Freeze: Friday, June 29 through Thursday, July 19
      - Installation: Friday, July 13 at 5pm through Sunday, July 15 at 6pm

- **Highpoint Course Auditor Email** – Financial Aid Course Auditor (FACA), this product is designed to determine if the courses the student is enrolled in count towards their degree plan and adjust FA Load on FA Term accordingly. It also has features that allow communication with the student regarding their applicability and financial aid eligibility. Currently, Oracle does not deliver functionality that can accomplish this. We have also reviewed what it would take to accomplish this with a homegrown modification to the system and the work would be lengthy and extensive.

  Motion to set up a demonstration

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<td>WSC</td>
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  Motion passes

  Demo will be set up

- **SOPHIE Transition to MoveIt** – State grant will be moving over faster because of the immediate need to get that up and going.

- **Campus Solution 9.2 Project** - CTS have begun planning on the Campus Solutions 9.2 upgrade with a potential delivery and Go Live date of July 2019. CTS is currently planning the plan, so to speak, with our Project Manager and
have begun to review all aspects of Campus Solitons. In this phase, they will also be critically reviewing each development under way to understand the impact as it relates to the new architecture. Substantial communications will be coming outlining next steps, expectations, communications, location of documents, training, user acceptance, as well as methods for user input and feedback.

4. **Service Request – Overaward Report – Jeff Jacobs**
   Removed from the agenda

5. **NDU_FA_0080 Awarded Not Attending – Linda Greenstein**
   UND uses it and sorts by offered amount, deletes zero and withdraw ones, and works the list that way.
   Offer greater than zero should show up
   Sue and Linda will work together on the data needed and will share it with the group prior going into production.

6. **CUSAD Chair Rotation – Chris Meek**
   August 1 – July 31
   Next rotation is Katie Nettell
   Moving July 19th meeting to July 26th
   Cancel August meeting.

7. **Report from the Person Checklist Table & new financial aid rep from a 2 year college on the Campus Community User Group is needed – Katie Nettell**
   4 fields to be added: campus and preferred emails and cell phone and preferred phone numbers. No opposition.
   No opposition to move the query into production
   Review the service indicator report and send any additions to Lindsey Benson
   Heather Fink, WSC, offers to be the new FA rep from a 2 year college on the Campus Community User Group

8. **NDU Veteran Housing Report – Kellie Choate**
   Add awards & enrollment and budget & cost of attendance columns to make it easier to use (8 new columns). Used to change budget for those who have a military housing allowance.
   No opposition
   Additions have passed.
Additions

Old Business

MEETING ADJOURNED  
The next meeting is Thursday, July 26 at 1:30 pm. Chris adjourned the meeting at 3:00 pm.

Minutes prepared by Alexandria Bauer, NDUS