

**Financial Aid Workteam  
Meeting Minutes  
September 8, 2008**

Present: Barbara Burnett, Deanna Dieringer, Ted Malone, Terry Hartman, Mike Earnest

1. UAF requested a status report on the previously discussed task request to modify the **RRR2ADT process**. Terry checked and said she never received the TR. Mike will check on this and follow up.
2. **Federal Loan Detail Codes & Notification** – Terry can pull this info directly from the database. (Select from RFRBASE.) However, she suggested it would be more efficient for her to create a View that would call this information. That would keep the information up-to-date when new codes are added. All agreed this was a good idea. Mike will write TR. Suggested name for View is R\_V2FLF.
3. **Banner Fin Aid 7.2 Upgrade** was moved into NWSD on 9/5. Will go to TEST on 9/9, and PREP/LRGP on 9/12 to give the users 2 weeks to test before moving to PROD.
  - a. Terry urged directors to take a close look at the documentation, as there are significant changes in this release.
    - i. TEACH grant functionality
    - ii. Changes in Self Service Banner
    - iii. Ability to send single or mass emails to students by designation in Banner, and have it pull variables from Banner fields.
  - b. PROD date Sunday 9/28 – each MAU will need to have validators that day.
  - c. We scheduled a special audio on Monday, 9/15 @ 2:00 PM to do live, online testing in LRGP while we are on the phone.
4. Mike asked for an update on the **TEACH grant**. Each MAU has had quite a few inquiries; however, the number of people who followed through all the steps (including submitting the Agreement to Serve) was very small. Those who are eligible cannot be awarded and paid until the 7.12 upgrade is in place.
5. Terry brought up our request to have the **percentiles of ACT scores** loaded into Banner (as a way for students to qualify for TEACH). Rather than do this as a local mod, we believe SunGard should deliver this functionality with the Test Score Load process. (It is already delivered for other tests, such as SAT and GRE.) There is currently an RPE posted, but Mike & Terry will bring up at our monthly meeting with SunGard on behalf of Fin Aid.

6. **A-133 Audits of Student Financial Aid for Fiscal Years-FY07 & FY08- Auditors KPMG** (See emails from Jan Coker).
  - a. Information is being requested by September 23. (Note – this is a week before FISAP deadline.)
  - b. Most information requested is from Fin Aid; however, some of it will come from Grants & Contracts, the Business Office, or the Registrar.
  - c. Ted requested clarification on Jan’s request for a “list of students selected for verification for FY07 & FY08”: does this mean all students selected for verification, or just those that ended up enrolling? What about students who were selected but did not complete the process? Mike will write Jan to clarify.
  - d. Some of the information may need to be requested through SWOIR. It makes more sense to have the data come from a central location rather than having staff at all 3 MAU’s try to write the same reports and extract the data. Mike will discuss with Gwen & Yvonne, specifically about:
    - i. Calculation of award year institutional eligibility ratios of correspondence and telecommunications courses, students enrolled in correspondence courses, and incarcerated and “ability-to-benefit” students for FY07 and FY08.
  - e. We do not believe we have any data on incarcerated students. We should answer this question: “None that we are aware of” unless we have specific information.
  - f. How to identify Ability to Benefit students? (UAA puts this in Student – Admissions information; UAF has always put it in Financial Aid, and UAS has not dealt with the issue until this year, when they started accepting the Accuplacer test.) We need to check into this and discuss further.
7. Ted asked about **Federal Work Study for graduate students**. According to his interpretation, there is no prohibition in policy or regulation against graduate students being paid as “salaried” employees on a stipend. There is also no exemption of verifying that the student be paid at least the minimum hourly wage, or to verify hours worked. Need clarification from HR on how grad students are paid. Do they submit time sheets, similar to salaried employees? Mike will send email to SW HR.
8. Terry: ACPE has asked us to modify our **GrantNet Extract** process to include SAP and Term, and to leave the value null if Gender is Unknown. Mike & Terry will talk to Joanne.

Next Meeting: Monday, September 15 @ 2:00 PM.