

CISS Agenda

January 27th, 2017 | Middle Georgia State University, Macon, GA. | 1:00pm, PSC Rm. 212

Chair: Brett Reichert- Georgia State University - Downtown

Vice Chair: Marisa Atencio, Georgia Institute of Technology

Member at Large: Veronique Barnes, Georgia State University - Perimeter College

Member at Large: Jason Wynn, Georgia College and State University

In attendance:

Albany State University/Darton State College- Kathaleena Monds

Armstrong State University- Dorothee Mertz-Weigel

Clayton State University- Ryan Packard

Fort Valley State University- Victoria Dubriel

Georgia College & State University- Susie Ramage, Jason Wynn

Georgia Gwinnett College- Casey Giaconimi & Cheryl Park,

Georgia Institute of Technology- Marisa Atencio & Dr. Doug Podoll

Georgia Southern University- Tanya Brakhage & Patricia Beavan

Georgia State University- Brett Reichert

University of Georgia- Robin Catmur

University System of Georgia- Shaye Robinson

Valdosta State University- Danielle Baoud

1. Call to Order & Approval of Prior Meeting Minutes – Brett Reichert
 - a. Call to order- 1pm
 - b. Previous minutes approved
2. USG Update, Shaye Robinson, Office of International Education
 - a. ESL registration and approval process was introduced at SCIE meeting by Tammy- on the USG OIE website
 - i. Registration of ESL programs will be required. Did everyone receive the notice?
 1. Marisa asked for clarification for those not in SCIE attendance.
 - ii. Tammy is working with a committee to review the ESL registration process. The deadline for each institution to submit the form is March 1st. After March 1st we will review all forms and contact schools either requesting additional information or by sending an approval and registration notice.
 - iii. Requests for additional information will be sent only to the school and will not be shared with a wider audience. Questions that require OIE clarification:
 1. Waiver of ESL requirement. If a person completes an ESL program at your school is waived at your school or at any USG school? If a person completes a USG approval ESL program then they can waive the USG English Proficiency requirement at any USG school.
 2. Jason Wynn-
 - a. Will 3rd party ESL providers be included in this approval? No.

- b. Because there is higher quality in some programs than others, will we be compelled to accept that proof of ESL proficiency? Will institutions continue to retain decision making authority?

This is why the approval process has been created, to ensure that each program is adequate. If a school feels that a USG approved program is not one they want to accept to waive the English Proficiency requirement they are allowed that discretion, but may want to discuss it with Tammy to ensure their assessment has been done using correct information. The USG will not approve any ESL programs they don't feel they are adequate. The approved programs will be listed on the USG website.

- b. Review of CIP codes across USG schools against the DHS list-
 - i. Project to compare the DHS CIP codes what CIP codes institutions are using for STEM degrees. OIE is trying to understand to address STEM CIP codes that are not being used but could be and why?
 - ii. Is this project of value to USG schools?
 - iii. Requests are going to the international offices. So far Shaye has been working with small schools first.
 - iv. Jason- sometimes the registrar's office may be of value to assist with this project. International office may have less
 - v. Marisa- project is of value but maybe the approach could be shifted to provide USG International Offices context about the USG CIP process, the DHS STEM list and any of those on the periphery that we may be able to advocate on our individual campuses.
 - vi. Kathaleena- Speaking from a faculty perspective about her academic program in
 - c. Currently working on the USG OIE Annual Report- hopeful that the report review will be finalized so it can be released by March 1.
 - d. J-1 EVP checklist- for any USG schools who use the USG sponsorship. It is saved under resources & J section. Provides guidance about the process/procedures that individual schools must follow to use the USG J designation.
 - e. Orientation power point will be released/available on the OIE website (under resources). Will be sent out on the listserv. Separate Scholar and Student materials will be available and materials can be modified to fit the institution.
 - f. An incident form will also be available on the OIE website (under resources).
 - g. Shaye will be attending the VITA tax workshop. After attending the OIE website will be updated with tax related information.
3. Brett- Is anyone new to the meeting? (No) Is everyone receiving communication on the listserv? (No)

Old Business

4. Brett- Open Doors Report- Does everyone know what it is?

- a. The information from this report is used widely by various government, non-profit and private agencies.
 - b. Open Doors Reports- annual data collection website: <http://www.iie.org/research-and-publications/open-doors#.V-1Knsnoldw>
 - c. Brett- Can be an arduous task to complete. If you can't complete it fully, please provide whatever you can easily obtain and submit anyway.
 - d. Robin- Reminder to complete both student & scholar reports. Student report- deadline March 2, 2017 (to report fall 2016 data) & Scholar report- deadline July
 - e. Doug- Can include all types of foreign national visitors/scholars including B visas.
 - f. Shaye- USG OIE office uses the IIE reports to advocate and to identify what schools have international populations. Refer questions to Tammy if you use the USG designation.
 - g. Jason- where are the H's reported? Answer- on the scholar report; requires more coordination because there may be multiple units involved in hosting.
5. Brett- Follow Up to Dept. of Labor FLSA Overtime Rules- Rules are currently stayed and future is unknown.
- a. Brett- What has the impact so far been on ISSS/ISSO operations and programs?
 - a. At GSU, Only 1 of 5 international advisors downtown is currently exempt. Our relationship with the student rec. center, for example, has changed considerably due to one of their coordinators being made non-exempt. As a result, 2 significant programs for our ISSS population were lost or put on hold.
 - b. Robin- 5 of 6 advisors at UGA were expected to be made non-exempt. However, I was able to argue against the change and get them reclassified.
 - c. No additional money came from USG to address the costs of being in compliance with FLSA.
 - d. Doug- "One USG" will likely impact the discrepancies between campuses in the future.
 - a. Jan 2020- GT will be the last school scheduled to get on-line.
 - b. GT is moving ahead with FLSA as if nothing has changed.
 - c. GT & UGA's scholars/post-docs were made exempt/increased in pay but this created problem with faculty who could not afford to pay the new salary. May result in some loss in scholars.
 - e. Brett- NAFSA Region VII job ad. are beginning to distinguish exempt/non-exempt status, which is impacting recruitment of advisors. Brett, "experienced advisors may ignore openings that are non-exempt."
 - f. Fawi (sp?) Georgia Gwinnett College asked for an estimate of # of hours exempt staff work beyond 40?
 - g. Danielle- Works in a small office that is now non-exempt. Her ability to participate in additional training/professional activities has been impacted. She has to limit her time much more carefully.
 - h. Conclusion- there's a shift in culture that has lots of impact on several aspects of our work including professional development, which may impact compliance. For example, attendee registration for GAIE 2017 Winter conference is the lowest it has been in many years.

- i. Final comment- used to be able to help move in students when they arrived really late. On her campus the RD's are now non-exempt which means students may be required/directed to go to a hotel until residence hall staff is available within FLSA regulation.

New Business

6. Tax Season 2017 Q/A & Updates on IRS Free Tax Prep – Doug Podoll

- a. In mid-December the IRS held a webinar and introduced 2 software tax programs for NRA to file federal and state tax returns for FREE via web based tax filing. One software limits the filing for only those who earn more than \$13,000; Another can only handle about ½ the states who have income tax.
- b. The Atlanta IRS office did not communicate this prior to the NAFSA Regional conference that Doug attended or in any other forum.
- c. A third software was introduced- TaxSlayer. This will likely be the best of the 3 programs because it provides the most services.
- d. Why wouldn't we use them? Well, we've already paid for the software licenses. We DO NOT know if these software programs work well.
- e. While Doug hasn't been able to see the software yet and can't confirm, TaxSlayer has been around since 1998. Doug is convinced it probably works but hasn't been able to test yet.
- f. UGA ISL had to set up a cost recovery program so the impact on them may be the highest.
- g. You can't just use the NRA software. You have to obtain a special code/url to the NRA TaxSlayer which is unique to your campus. You can only get this by being registered with the IRS to be a VITA site so you can be allocated a VITA number as an authorized VITA site.
- h. Every VITA site has to complete a form and list the VITA hours. Doug has listed his Tax Compliance staff person's hours on the form.
- i. Jason- Does Glacier sync with Sprintax? No if the student is using Glacier Tax Prep, the student is given an option for the federal return to sync w/ Sprintax to complete state return.
- j. Brett- So are you saying that students will use Sprintax to complete their federal but maybe not the state? What about looking forward?
 - i. Doug has asked the USG to see if we could walk away from our Sprintax license?
 - ii. Sprintax knows that Doug is testing the new software.
- k. Shaye- If I'm a student, can I complete TaxSlayer from anywhere? Is it necessary to have someone right with them as they complete their tax return?
 - i. Doug- No based on conversations with Rollins who understands the type of business we do but if you ask an old school IRS official their likely to expect our processes will be more like a traditional IRS VITA site.
- l. Danielle- listened to an IRS webinar- they mentioned that it can be done remotely but there needed to be a contact at the VITA site to respond within 24 business hours.
 - i. Doug- software includes live chat & helplines

- m. Marisa- GT will be identifying small populations on our campus who have complex tax filing issues to get them to use TaxSlayer as “pilot testing” to give us enough of a sample to feel confident about the extent of the expertise built into the software for NR issues?
- n. Brett- There is a population of students who are enrolled at USG students who don't need to complete ANY tax forms or processes this year. That is: anyone who arrived in the U.S. on or after 1/1/2017. Don't do anything this year. Anyone who arrived at any day during 2016- they must complete at a minimum IRS Form 8843. Easy to download and use UGA or GT instructions to complete the 8843 for each year they are physically present.
- o. What happens if a student says they aren't going to complete the tax forms (which immigration laws require)?
- p. NRA VITA workshop at GAIE, 2/1/17, 1-5pm, The Graduate, Foundry Ballrooms. Reg. required.
 - a. Sprintax will be present and will Demo the software
 - b. NRA VITA session at Georgia Tech, 2/17/17, 12-4pm
 - Register at: <https://goo.gl/forms/zncCxAm49wSnG4ny1> (broadcast via webex)
 - Questions, problems, suggestions? Jessica Dunn @ jessicadunn@gatech.edu
- o. Shaye- please USG OIE with any questions about the licenses you have purchased or feedback about the software.

7. Immigration Updates

- a. USCIS updated forms: I-485, I-485 Supplement, I-129, I-140, I-765 (See handout). USCIS recently updated the following form(s):
 - **[Update to Form I-485, Application to Register Permanent Residence or Adjust Status](#)**
New edition dated 01/17/17. Starting 02/21/17, USCIS will only accept the 01/17/17 edition. Until then, you can use previous editions. However, all filings postmarked 12/23/16 or later must include the new fees or we will reject them.
 - **[Update to I-485 Supplement A to Form I-485, Adjustment of Status Under Section 245\(i\)](#)**
New edition dated 01/17/17. Starting 02/21/17, USCIS will only accept the 01/17/17 edition. Until then, you can use previous editions. However, all filings postmarked 12/23/16 or later must include the new fees or we will reject them.
 - **[Update to Form I-129, Petition for a Nonimmigrant Worker](#)**
New edition dated 01/17/17. Previous editions dated 12/23/16, 08/13/15, 03/26/15 and 10/23/14 are also accepted. However, all filings postmarked 12/23/16 or later must include the new fees or we will reject them.
 - **[Update to Form I-140, Immigrant Petition for Alien Worker](#)**
New edition dated 01/17/17. Starting 02/21/17, USCIS will only accept the 01/17/17 edition. Until then, you can use previous editions. However, all filings postmarked 12/23/16 or later must include the new fees or we will reject them.
 - **[Update to Form I-765, Application for Employment Authorization](#)**
New edition dated 01/17/17. Starting 02/21/17, USCIS will only accept the 01/17/17 edition. Until then, you can use previous editions. However, all filings postmarked 12/23/16 or later must include the new fees or we will reject them.

For more information, please visit the USCIS Forms Updates page. <https://www.uscis.gov/forms-updates>

- b. Recent CBP airport tour, summary & what was learned
 - a. 2 CBP visits already- planned to be held 3 times a year/quarterly and hopefully with more intentionality to invite a widely diverse group of DSOs.

- b. CBP discretion is significant.
 - c. Doug- try to take advantage of a CBP tour through NAFSA whenever it is possible.
 - d. Ryan- took the tour last year at NAFSA conference and wanted to stress how the CBP officials talked about different scrutiny and technology at land vs. airports entry.
 - c. DACA updates, if any, post-inauguration- We don't know what is going to happen with the new administration yet.
 - d. Hernandez v. Alford case decided that DACA students were eligible for Resident Tuition; Then, the USG appealed the case immediately. USG schools were told no changes until appeal is heard/decision is made.
8. Conferences & Professional Development
- a. GAIE Fall
 - i. Feb. 1-3, 2017, The Graduate, Athens, GA. <http://graduateathens.com/>
 - ii. Bookmark www.gaie.org , and join GAIE listserv for updates
 - b. GILC, February 17th, 2017. <http://gilc.weebly.com/>
 - i. Possible GAIE/GILC consolidation
 - ii. Mike Townsend(GSU) and Chase Harvey (GT) are current co-chairs
9. Charge to the Committee TBD – Brett Reichert
- a. Do we want to have these meetings be an information sharing 2 times a year OR do we want to have a particular charge that we as a committee work to achieve?
 - a. There are only 12 schools represented at the CISS meeting today out of 28 USG schools.
 - b. Is outreach a potential charge? Policy Review, such as best practices & policy related to Health Insurance & Waivers? USG tuition waivers?
 - c. Does this committee have an opportunity to come up with position statements/advocacy for our constituencies?
 - b. Small group discussion 10 minutes outcome
 - a. Information provided in these meetings is the most useful
 - b. The return of the USG OIE office has impacted significantly the need for all of us to do much of the work that is now being done at the USG office.
 - c. Maybe the charge is to put forth effort to create a well-defined/efficient meeting.
 - d. Doug- Maybe through working with Shaye & Tammy to impact USG board procedural matters/issues. Policy change is unlikely, but procedural change is feasible. Maybe each meeting has a single procedural focus that could be discussed at the meeting in order to put forth suggestions/information to USG OIE regarding best practice.
 - e. Marisa- Add to the next agenda what are some procedural issues/topics that could be discussed in the future CISS meetings.
10. Other issues / job announcements
- a. GSU- credential evaluator

- b. Fort Valley- V.P. for Undergraduate Advancement & Director of Development
- c. Neal McCryllus is leaving Columbus State
- d. Doug- Travel insurance flyers are available if anyone needs them.
- e. Next Meeting- September 22, 2017 is the tentative date of CISS next meeting.
- f. Meeting Adjourned- at 2:55pm