Council of Senior Student Affairs Officers
Friday, February 10, 2017, 9:00 am – 3:00 pm
University of Hawai‘i at Kapi‘olani Community College - ‘Ilima 202A
Google Hangout available from 9:00 am – 1 pm

Meeting Notes

Attendance: Dorinna Manuel-Cortez (Hawai‘i), Farrah-Marie Gomes (Hilo) via Google Hangout, Lara Sugimoto (Honolulu CC), Brenda Ivelisse (Kapi‘olani), Isaiah Kaauwai (Kaua‘i), Curtis Washburn (Leeward), Lori Ideta (Mānoa), Debra Nakama (Maui), Amy Rozek (Windward), Judy Oliveira (West O‘ahu), Hae Okimoto (System), and Sherry Proper (System Financial Aid) via Google Hangout.

Guests
9:00 am - Data Governance & Student Surveys - Sandra Furuto
10:00 – 11:00 am Discussion – Purge – Joanne Itano & Katy Ho (videoconference)
12:30 pm Update – Counseling Services – Allyson Tanoe (in person)
1:00 pm Demo – Maxient (who? check with Farrah)

Topics You Want to Add:
1. Status on Centralized Enrollment initiatives and representation at the Registrar/Admissions Officers meetings

Agenda

1. Discussion: Data Governance - Sandra Furuto
   Sandra Furuto shared with us the proposed changes to the Data Governance Process. Main points included that data stewards will have to positively affirm consent for approval and a new online course being planned

2. Update: Admissions & Registrar’s Topics – Russell Chan
   Russell Chan led a discussion that common refund dates do not work without a common calendar as it impacts registration related activities. A proposed calendar was shared and everyone agreed this was a good idea and to discuss on campus to see potential problems if implemented for AY ’18-’19. Responses requested by the February CSSAO meeting. Russ was instructed to work with Residency officers to improve process for online admissions application and bring back to group for review. The following items were discussed and consensus reached for moving forward: a) Residency Determination for 18 and 19 year old - discussed and consented to move forward, and b) Proposed Changes to Veterans/GI Bill NRTD. Finally, Russ informed everyone of the addition of Rapa Nui to Pacific Island 150% Tuition Rate.
3. Discussion: Undocumented Student Policy
It was agreed up to move forward on this policy

4. Exemption to Non-Resident Tuition Differential
It was agreed up to move forward on this policy

5. Update: Financial Aid Topics
Sherry Proper updated the committee regarding the work of the Centralized Financial Aid Office which has been tasked to provide system leadership and advocacy work as well as manage some operational/transactional work. Two vacancies still remain, however the Band B position is beginning recruitment. The New Gainful Employment requirements were discussed and Sherry will follow up regarding the requirements for notice to students applying for affected programs. Banner will create a new GE hold if that is deemed the best path forward in consultation with the admissions and registrar’s group.

6. Enrollment for Non-Payment
Joanne Itano, Katy Ho and Sandi Wong participated in this portion of the meeting. It was decided that the following would be desirable and will be shared with CCAO. Earliest implementation of this would be Fall ’18.

Upon registration for courses, the student will be presented with a bill. The student will select one of the following options:

a. I will make a payment now.
b. I will pay by payment due date
c. Sign up for a payment plan
d. I have applied for financial aid

Two weeks prior to the first day of classes, students who have not paid in full or made the first payment of the payment plan, or have not been awarded financial aid, the student will be dis-enrolled from all classes. If the student is dis-enrolled and reregisters, payment is due at the completion of the registration session.

7. Update: Enrollment Management
Current work on enrollment management continues with a presentation scheduled for the BOR Committee on Academic and Student Affairs in March.

8. Update: AVPSA Search - Farrah/Isaiah/Lori
Candidate meetings will be set up in late February and early March for the top candidates. CSSAO and Student Caucus will have opportunities to interact with the candidates.
9. **Holds in Banner**  
   It was decided that holds which are no longer in use will be archived.

10. **Mandatory Student Fees - handout distributed on how these fees will be implemented**

11. **12:30 pm - Update: Counseling Services**  
    Allyson Tanouye presented on the campus access to UHM mental health services.

12. **1:00 pm - Demonstration: HAPA was demonstrated**

13. **Update: Student Conduct Code - Curtis – deferred to April Meeting**

14. **Discussion: Student Employment Policy A.9880 – deferred to next meeting**

15. **Undocumented Students Seeking Support**  
    Brenda, Debra and Hae will serve on an ad hoc committee which will be created to support undocumented students.

16. **Discussion: Banner**  
    Campuses were reminded to submit information to IRAO regarding programs that Early College students can indicate on the online admissions applications. The religion field in Banner has been relabeled as “Alt Citizenship” which can be used by registrar’s to indicate citizenship in the Kingdom of Hawaii, as well as dual citizenship. The wording for requesting SSN on the Online Admissions application was discussed.

Next meeting is scheduled for March 10, 2017 at the Kroc Community Center (9-10 am)