

Council of Senior Student Affairs Officers
Friday, October 14, 2016, 9:00am – 3:00pm
Hawaii Community College, Hale Aloha Bldg. 383, Room 201
Polycom available with Bachman 203
MEETING NOTES

Attendance: Risa Dickson via polycom, Farrah-Marie Gomes, Sara Hayashi (System), Lori Ideta (Manoa), Judy Oliveira (West Oahu), Gail Makuakane-Lundin (Hilo), Isaiah Kaauwai (Kauai), Amy Rozek (Windward), Debra Nakama (Maui), Jason Cifra (Hawaii), Lara Sugimoto (Honolulu), Brenda Ivelisse (Kapi'olani), Curtis Washburn (Leeward), Hae Okimoto via polycom (ITS), Sarah Takemoto via polycom (IRAO)

1. Update: Policy Status

a. EP 7.205 – Systemwide Disciplinary Sanctions* (Farrah)

i. Concern with retaliation language

HR had a concern regarding the inclusion of faculty and staff members in the retaliation section of the policy. For the policy to go forward as written we would need to consult with the union. CSSAO agreed to delete the language in the policy referencing faculty and staff.

Campuses will follow internal procedures for investigating complaints against faculty and staff.

b. EP 7.302 – Preferred Name (Amy)

i. Form/Procedure*

Version 8 of the preferred name form was sent out. Gender will not be included in the current policy as it would delay implementation due to Banner limitations. Financial Aid officers had a concern about different types of forms and requested that they be included as a courtesy consult on relevant forms. A change in form layout was suggested to make more space – list email/username once.

ii. Roll out

Hae will unmask the preferred name field in Banner after grades roll on December 23. Students can submit forms to the Registrar's office once forms are finalized. Registrar's Office can input changes over Christmas break. For future semesters, students will be made aware of implications of mid-semester changes.

c. EP 6.208 – Student Fee (Farrah/Hae)

i. Combined Student Government and Student Activities Fees

Campuses that have student government fees (mandatory for all students) and campus-based mandatory fees combined will need to separate fees prior to registration for Fall 2017 which begins in April.

Campuses won't need to go through the Board in order to separate fees. Contact Farrah if your campus falls into this category. Will discuss process (designation in Banner, business office, etc.) at December joint meeting with CCAO.

ii. Internal differential rates (Maui/Molokai, others?)

Discussed funds being sent to Molokai Center. This may also be an issue for other colleges. Contact Farrah if your campus needs to make changes in this area.

2. Discussion: Banner items – Hae

a. Application updates*

Hae would like data to be handled through the use of APIs so information can be sent back and forth between the online application and the Banner Database. Need to have a follow-up conversation about who will manage the data system and security if campuses create something on their own and no longer use the Banner online application.

b. Admissions attributes

Discussed problem with using “Dual Credit” as an admissions code since students may not actually be getting high school credit for courses they take.

Agreed on the following:

- Student admit code: E1 (early 1)
- Program code: NDSPEA (non-degree, special early admit)
- Concentration (determined by campus – intended major)
This will be a mandatory field so it can be tied to STAR pathways.
- Sub categories (if needed by the campus, based on student attributes:
Running Start, Early College, etc)

Plan is to roll out in Fall 2017.

There was discussion about various forms required for Early Admit students. There is an Early College admissions form that needs to be filled out for enrollment and a separate form for authorization to release grades with parent's signature.

There was discussion about consistent use and collection of forms. Also, some campuses currently require continuing Early Admit students to resubmit an application each semester. The group decided that these students should be rolled over without requiring additional admissions application.

Hawaii CC registrar's office manually rolls early admit students over to freshmen upon high school graduation. This may be something other CCs want to do to remove barriers to admissions. CSSAO asked to have discussion about formalizing this added to the next Registrar's quarterly meeting.

3. Purge Work Group Update – Hae

There should be an update at the next meeting. Hae and others are trying to figure out a modern student billing system with a monthly bill showing the amount the student owes. Would also like to allow students to pay housing deposit separate from tuition.

4. Admissions and Financial Aid Data* – Sarah Takemoto (IRAO)

Information about the admissions data was straightforward. There was discussion about the spreadsheet which was sent out to the group showing data on students who applied for FAFSA and enrolled, and number of students awarded. The group requested another list separating pell grant and scholarship numbers. Also requested Native Hawaiian breakdown in the numbers.

5. Update: AVPSA Search – Risa

We are continuing the search. There was one significant change in the job description since previous round of search: strong understanding and vision of enrollment management. Also, Financial Aid will now report to AVPSA (linked with enrollment management) so the position requires a strategic view in terms of policy and planning for student success.

Timeline: Start review at the end of October, preliminary interviews early November, campus visits late November. Soonest start date: January 1, but will depend on if there is a December Board meeting.

6. Update: System Financial Aid – Risa/Farrah

Sherry Proper has been hired as lead for System Financial Aid effective October 1. Band B position offer is being made today. Gregg's previous position will be re-banded from a Band C to a Band A. There can only be one Band C within a unit.

7. Update: Financial Aid Topics – Sherry Proper/Lori

a. Financial Aid Officers Meeting summary

- Planning for 2017-18 FAFSA season – FAOs are open to packaging financial aid a little earlier. There are some challenges for doing this:

- Some sources of funding have not been determined yet
 - Estimated cost of attendance has not been updated yet (a concern for Hilo is that costs are calculated the same for housing on and off campus). IRAO may have numbers on this.
 - Student involvement – will students fulfill all their responsibilities earlier? Also: will Admissions move up their admissions dates? (can't award aid to students who haven't been admitted yet)
 - Need to look at the timeline. FAOs could package as early as February/March.
- Banner processing – FAOs voiced concerns about Discoverer reporting tool ending (Banner connects to STAR but not the other way around). This will eventually need to be part of a larger conversation. FAOs want to know if there is a plan in place for what will replace Discoverer.
 - Scholarship Manager – New application goes live on Dec. 1. There was a discussion about FERPA rules – some donors of scholarships want to be involved in the selection or receive a report. Would also need a release if we want to be able to pass student scholarship information along to external scholarships they may be eligible for.
 - Perkins Loans – possibility that the program will be discontinued. If so, there will be a discussion about liquidating that loan.
 - Direct loan draw downs and returns need to be happening frequently enough to meet compliance requirements.
 - FAOs would like to have joint meetings with registrars, admissions, business office to make sure things stay consistent across departments (suggested annual joint meetings)
 - No show policy – all campuses are rolling out a version of the no-show policy. This will be discussed more at the next joint meeting with CCAO
- b. HAR - Chapter 6 (Tuition Waiver)
Can be taken out of executive rules by incorporating in executive policy
 - c. HAR - Chapter 8 (State Higher Education Loan Fund)
Can be taken out of executive rules by incorporating in executive policy
 - d. HAR - Chapter 25 (Hawaii Educator Loan Program)
Can be taken out of executive rules by incorporating in executive policy
 - e. HAR - Chapter 41 (Hawaii Student Incentive Grant Program)
Can be taken out of executive rules by incorporating in executive policy
 - f. HAR - Chapter 42 Hawaii State Postsecondary Review Program
This may no longer be needed. Need to verify if program still exists.

8. Update: Admissions & Registrar Topics – deferred to next meeting
 - a. Admissions & Registrar Officers Meeting summary
 - b. HAR - Chapter 4 (Determination of Residency as applied to tuition payments and admission)
 - c. HAR - Chapter 20 (Protection of Educational Rights and Privacy of Students)As requested by the CSSAO, notes from the quarterly Admissions and Registrars meeting will be shared.

There was follow-up discussion about adding VCs to the residency appeals board. Based on information that Farrah shared about how the residency officers process appeals, the decision was made to keep the residency appeals process the same and share with the CSSAO a report summarizing the appeals findings each semester.

9. Residency
 - a. Policy for Hawaii High School Graduates* – Farrah
IRAO created a list with Hawaii high school graduate data to help the group decide if we want a separate policy for Hawaii high school graduates regardless of actual residency. Group agreed that due to the small number of students impacted, a separate policy is justified. Farrah will start drafting the new standalone policy.
 - b. Kingdom of Hawaii – Jason
UH Hilo has a process for designating a student as a citizen of the Kingdom of Hawaii. Hae will check to see if this will work in Banner. If so this process can be adopted system-wide.

10. Single Transcript Evaluation* – Farrah
A memo was sent out in March 2015. This is intended to facilitate movement across campuses. We would look at general education courses to start with. Farrah will check with Russ on whether Admissions and Registrars have worked on this in the past. Update at next meeting.

11. Update: Enrollment Management – Risa/EM group members/Lori
In December Tim Renick from Georgia State is coming for an open forum discussion focused on enrollment management. He will be meeting with the 4 units: CCs, Hilo, West Oahu, Manoa. The Enrollment Management group will have a separate meeting with Tim.

12. Software for tracking student behavior records – Farrah

Discussed software used by each campus. Advocate charges \$5000 to receive data back at the end of the contract; Maxient doesn't charge extra. In the future it may be worth looking at one software used by all campuses – would be especially helpful with implementation of system-wide sanctions policy.

13. System Funding for Disability, Career Services, Psychiatric Services* – Farrah

Discussed allocation of funds including:

- Career center report
- Psychiatric & counseling services report – covers psychiatric and counseling needs for the 10 campuses and stipend for consultation, referral and direct services provided by UH Manoa Director of Counseling and Student Development Center (CSDC).
- Student employment – Manoa office runs SECE for the system. Most of the funds pay for the System position.

Current funding will continue for one more year. The CSSAO will discuss possible changes at a future meeting during Spring 2017.

14. Veteran's Servicing Task Force – Farrah

Farrah reached out to members of the last Veteran Serving Task Force to see where the group ended and gather their thoughts on how best to move forward. Will have an update at the next meeting.

15. Other Hawai'i Administrative Rules – Farrah/Lori

a. Chapter 10 (Delinquent Financial Obligations)

Farrah suggested that OGC reach out to General Accounting because financial obligations include other things besides tuition.

b. Chapter 15 (Fees - particularly for agricultural diagnostic services fees and application fees for graduate division, law school and medical school)

Farrah suggested that OGC reach out to Academic Affairs because these are program fees and not student fees.

c. Chapter 17 (Collection of voluntary contributions on behalf of student organizations)

This rule states that student organizations have the ability to solicit contributions. Group suggested we should create a policy that would enable this and repeal the rule since it isn't currently being used but would be good to have.

d. Chapter 18 (Student Housing)

Discussed conflicting policies about student housing rates

- BORP Chapter 6: the BOR approves rates of Housing and considers these rates a fee.
- RP 7.205, Student housing: the President or designee sets the room rates for Housing

We would like to see Student Housing removed from BORP Chapter 6 and remain with the RP 7.205.

Also discussed other services we provide that should be assessed as “rates” instead of “fees” such as parking.

- e. Chapter 21 (Fees of the University of Hawaii System Libraries)
Farrah suggested that OGC reach out to Academic Affairs because libraries fall under Academic Affairs.
- f. Chapter 40 (Rules of Practice and Procedure (before the State post-secondary education commission))
Farrah will continue to research this chapter.

16. Update: Student Conduct Code*

We continue incorporating edits into existing policy, cross-checking with EP 1.204 and will have a draft revision of the conduct code (separate from procedure) by next month’s meeting to begin planning for system-wide implementation.

Next meeting is scheduled for November 18, 2016 at Windward CC (9am-1pm).

December meeting date has been changed to December 16 (joint meeting with CCAO at UH Manoa).