ATTENDANCE: Members (x=attended)

UHH: Luoluo Hong ( )	HawCC: Jason Cifra (x)	LeeCC: Chris Manaseri (x)
UHM: Francisco Hernandez (x)	HonCC: Katy Ho-Middleton (x)	UHMC: Cathy Bio (x)
UHWO: Lui Hokoana ( )	KapCC: Mona Lee (x)	WinCC: Ardis Eschenberg (x)
System: Jan Javinar (x)	KauCC: Earl Nishiguchi (x)	

Guests: Wendy Sora, Interim Director of Manoa Career Center, UHM; Susan Nishida, System Student Affairs

Meeting started at 12:05 a.m. and ended at 2:20 p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
Review of Group's Charge	Role & Responsibility of CSSAO document was shared, first drafted back in 2004 and updated this year. Members were asked to review to discuss for next month's meeting.	• **Members** to review for next meeting and affirm and/or propose changes.
Student Employment Augmented Allocation (Senate Bill #606)	Wendy Sora, guest presenter, reviewed the legislative intent of the $500,000 legislative augmentation for student employment for FY 2014. She noted that the legislative appropriation stipulated that funding priority "may be given to students employed for university programs supporting access, retention, and diversity over other student employees." Wendy also requested support from members to oversee the monitoring of the use of their campus allocations. It is critical that campuses are able to report how the augmented allocation has contributed to the number of student employees being assisted as well as total dollars earned by these student employees. Wendy shared some operating procedures that all campuses need to abide by in order to facilitate the accountability reporting. She concluded her presentation with some anticipated updates to the sece system, including becoming a more intuitive system (less static) and having social media interfacing and federal work study reporting capability. She also	• **Wendy** will send proposal form and operating procedures to Jan for distribution to listserve. 　o **Completed with email to listserve** • **Members** to ensure proper coding of student employees hired to account for use of this additional allocation, using the job title naming convention & the appointment end date of May 16, 2014. • **Members** will assist Manoa Career Center with gathering required data for the two accountability reports.

	announced that student employee wage rates have been approved for increase come October 1, 2013 and then again July 1, 2014. The change in student employee wages will be updated automatically coordinated by Manoa Career Center.	
Auto Admit	Susan Nishida, guest presenter, reported that a group of frontline staff responsible for handling the automatic admissions processing was convened in August 2013 to revisit the operating guidelines currently in use. The group proposed changes, updated the list of authorized staff that can manually add students, and updated the list of authorized AS degrees. Susan explained that three major changes were incorporated: 1) moving up the offer and end dates to first of month versus fifteenth and maintain one month period (2/1 to 3/1 for Fall and 9/1 to 10/1 for Spring); 2) change reoffer timeframe to next semester (currently one year later) if student is enrolled in a UH campus; and 3) update list of degrees when additional AA/AS degrees are approved or when new articulation agreements are made for acceptance of an AS degree to a bachelor's degree at a UH four year campus.	• **Susan** will send Jan data on numbers of students added manually by campus o **Completed with email to listserve**
Acad Advising & Transfer Network	Susan reminded the group that the AATN annual conference is scheduled for Friday, 10-18-13 at Honolulu CC. Registration fee is $30 and about 80 individuals have signed up. All neighbor island campuses have submitted names of no more than 5 advisors whose air travel will be covered by System Academic Affairs.	• **Susan** will forward list of campus advisors who have signed up for AATN conference o **Completed with email to listserve**
Registration & Records o *Common Calendar for CCs*	 Jan asked members if they could recall who created the common calendar showing registration and payment transactions, and who was responsible for updating this. An email back in April 2013 suggests that the updated calendar emanated from System Student Affairs. Jan will touch base with Russ.	• **Jan** will discuss with Russ Chan in his office.
o *Diplomas*	Opportunity to change 2 things with graduation diploma. First, campus names may be added on cover below "University of Hawaii." Second, color of diploma cover may be changed from the current green in all 7 seven community colleges, UHM and red for UHH and UHWO. One option was that perhaps those campuses who didn't want to do green could opt for a black with gold trimming style.	• **Jason** will bring black diploma cover to offer as an example to next meeting. • **Russ** will work with campus registrars to secure necessary information to share with the vendor.

o *Nat'l Student Clearinghouse*	Members were pleased with the addition of campus names. As far as cover color, no overwhelming approach emerged. Adding Student Self-Service which would allow students to verify enrollment online, printing enrollment certificates as well as obtain student loan information for free was pending clearance from General Counsel who had a number of questions and concerns. Jan will touch base with Russ about what those were and how this could be moved forward. The e-Transcript Ordering service will require an updated version of Banner Student from v 8.5.3 to at least 8.5.4. Banner Central is planning an upgrade to v 8.5.6 in February 2014. This will provide lead time to consult with the vendor, Banner Central, IT, Procurement, and Bursar (related to the payment collection and transfer of transcript fees). Jan will initiate follow-up.	• **Jan** will work with Russ to see what Gen Counsel questions and concerns were in order to execute the Student Self-Service Access Agreement with Nat'l Stu Clearinghouse. • **Jan** will consult with Bursar about payments and with vendor and Procurement on the Agreement for e-Transcript Ordering.
Financial Aid o *Centralized Processing* o *System Support*	In response to campus queries, Jan shared that the differing perceptions of the centralized processing function for the financial aid initiative are contributing to differing expectations of the nature of support System financial aid staff should be providing. A three year plan was shared that was submitted to VP for Community Colleges John Morton who has supported this initiative from FY 12 thru FY 14. Jan noted that in the three year plan, there was no intention of System financial aid staff needing to respond to staff shortage, newer staff with learning curves, vacancies needing to remain unfilled, etc. Cathy noted that because campuses could not have been left un-serviced, System financial aid staff needed to respond when asked. This blurred the view of what the centralized processing initiative was supposed to be about, and also got in the way of the initiative developing a "best practices" model which would guide all 7 community college campuses. Going forward, it was advised that Hettie Scofield, program manager of the centralized financial aid processing initiative, meet with the campus financial aid staff group to do some collaborative planning for the immediate future. An assessment of where the initiative is at, where it needs to go, and steps required to get there should be collectively addressed and agreed to in order to foster greater success. Members raised some of the more systemic variables which impact the effective administration of a student financial aid program at the campus.	• **Jan** will work with Gregg Yoshimura & Hettie Scofield in System Student Affairs to design a draft best practices model and a date before semester end to convene the campus financial aid staff group.

	Among these are the lack of competitive salaries especially on neighbor islands, need for career laddering, lack of comprehensive training, low retention of staff to build the profession's capacity, emerging computer equipment and technology skill sets, changing federal regulations, increasing student demand for financial assistance, etc.	
o *Banner Functional Lead in FinAid*	Francisco reported that beginning October 1, UHM will take the lead in performing Banner Functional Lead tasks previously performed by Jeff Scofield at UHH. Jamie Yoshimura will be assuming this with the assistance of Jodie Kuba and others in Manoa Financial Aid Office. Banner Central through Lynn Inoshita and Hae Okimoto will develop an APT position at the B level on a permanent basis to lead the Financial Aid functional area from Banner Central's perspective. Position will be physically housed at Manoa's FinAid primarily to retain the tie-in to the campus frontline and to ensure that testing of upgrades and fixes will occur before those go to live production. Lynn is aiming to get a person in by January 2014. Additionally, Ellucian will be contracted to conduct training for Hawaii's campus financial aid staff to bring them current on changes, etc. It was also reported that Banner Central will have a dedicated developer working on financial aid software and fixes.	
NEXT MEETING	**DATE of next meeting** – Wednesday, October 16, 2013 from noon to 215pm at Windward CC. Specific location to follow.	• **Jan** will send out group memory of current meeting with reminder of next meeting date and location.

Recorded by: /s/ Jan Javinar