

GROUP MEMORY: Council of Senior Stu Affairs Officers (CSSAO)

DATE: Wednesday, October 16, 2013, WinCC, Alaka'i

ATTENDANCE: Members (x=attended)

UHH: Luoluo Hong (x)

HawCC: Jason Cifra (x)

LeeCC: Chris Manaseri (x)

UHM: Francisco Hernandez (x)

HonCC: Katy Ho-Middleton (x)

UHMC: Cathy Bio (x)

UHWO: Lui Hokoana (x)

KapCC: Mona Lee (x)

WinCC: Ardis Eschenberg (x)

System: Jan Javinar (x)

KauCC: Earl Nishiguchi (x)

Guests: from P-20 were April Goodwin, Core to College Alignment Dir; Angela Jackson, GEAR UP Hawaii Dir; and Jennifer Naguwa, CCRP Outreach Manager

Meeting started at 12:15 p.m. and ended at 2:15 p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Review of revised exec policy on distance & online learning</i>	Members were asked to review a draft revision to exec policy on distance and online learning to discuss for next month's meeting in person with Hae Okimoto, Director of Academic Technology Services, OIT	<ul style="list-style-type: none"> • Members to review for next meeting and affirm and/or propose changes.
<i>College, Career & Community Readiness (Hawaii P-20 Projects)</i>	<p>April Goodwin, guest presenter, reviewed the proposed definition of college, career & community readiness in Hawaii. She explained that this definition has been vetted to a number of stakeholders both in lower and higher education venues. CCAO recently endorsed the definition and so did the P-20 Advisory Council. By unanimous agreement, CSSAO endorsed the student readiness outcomes as well.</p> <p>Angela Jackson, guest presenter, provided an update on the MyFutureHawaii application integration project. She noted that they are ready to "turn on" the link that will allow Hawaii public school students to apply to any UH campus using MyFutureHawaii electronically including application data upload to UH Banner. Having this one sign on will enable capture of high school student data including test scores. Students will need to provide written consent to allow the transfer of data.</p>	<ul style="list-style-type: none"> • Members to save 11/19/13 on calendars to attend CCCR Symposium in Waikiki.
<i>Group's Charge</i>	Members reviewed the updated charge of the Council of Senior Student Affairs Officers and had no objections to it.	

<p><i>Registration & Records</i></p> <ul style="list-style-type: none"> ○ <i>Common Calendar for CCs</i> ○ <i>Diplomas</i> ○ <i>Nat'l Student Clearinghouse</i> 	<p>It was agreed that the common calendar timeframe will continue to be developed by System Student Affairs and the senior SAOs will assist in obtaining feedback from campus registrars to be shared with System before finalizing the next calendar.</p> <p>All campuses have agreed to add their official campus names on diploma cover below "University of Hawaii." Second, color of diploma cover may be changed from the current green to black. This will not eliminate red for UHH & UHWO and green for UHM. Russ will continue to coordinate contract with Josten's on diplomas.</p> <p>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 still awaiting clearance from General Counsel who had a number of questions and concerns. Jan submitted responses to OGC's questions and concerns.</p>	<ul style="list-style-type: none"> • Jan will send out a proposed calendar prepared by Russ Chan with a deadline for SSAOs to provide feedback from campus registrars. • Russ will work with campus registrars to secure necessary information to share with the vendor. • Jan will continue to check in with General Counsel and Procurement about the appropriateness of NSC's Agreement language. He will also speak with Bursar about payments and with vendor and Procurement on the Agreement for e-Transcript Ordering.
<p><i>Financial Aid</i></p> <ul style="list-style-type: none"> ○ <i>Centralized Processing & System Support</i> 	<p>It was confirmed that Hettie Scofield, program manager of centralized financial aid processing initiative will meet with CSSAO at next month's meeting to discuss an assessment of where initiative is at, where it needs to go, and steps required to get there. A similar meeting will be conducted with the financial aid leads of the UHCCs immediately thereafter.</p>	<ul style="list-style-type: none"> • Jan will work with Gregg Yoshimura & Hettie Scofield in System Student Affairs to prepare a presentation.

<p><i>Student Employment Augmentation</i></p>	<p>Jan explained because of the manner by which the State Legislature appropriated the additional \$500,000 for new or expanded student assistants (i.e. via a specific legislative appropriation), System Administrative Affairs had to establish a system control account and campus control accounts to account for the use of the allocations. System Admin Affairs requires some campus specific information in order to complete the establishment of the campus control accounts. In all cases, SSAOs will serve as account managers because of how the appropriation bill reads.</p>	<ul style="list-style-type: none"> • Jan will work with System Student Affairs to determine what information is required from the campuses to set up the campus control accounts.
<p><i>Policy Updates</i></p> <ul style="list-style-type: none"> ○ <i>Health & Wellness</i> ○ <i>Internat'l Stu & Health Insurance</i> ○ <i>Distance Learners & Student Fees</i> ○ <i>No Smoking</i> 	<p>Executive policies on student health and psychological services are being drafted which endeavor to outline recommended levels of service both from medical and mental health perspectives. The approach is to bring together a comprehensive policy laying out various levels of service, from a health and wellness perspectives. Jan indicated that he has worked with Manoa's student health and counseling center directors for initial feedback. Luoluo requested that initial vetting be expanded to consider needs of campuses other than Manoa.</p> <p>Another existing executive policy on international student health insurance has been drafted and will be discussed at the next CSSAO meeting for feedback.</p> <p>It was reported that the University student health insurance plan will be completing its 5-year agreement with HMSA. Because of the changing landscape in student health insurance due to the Affordable Care Act, it was decided to agree with a one year extension of the existing terms in order to allow the "dust to settle."</p> <p>Members discussed the desirability of allowing distance learners an exemption from mandatory student fees. General consensus was that mandatory student fees should be assessed of all students except in extreme rare situations. Distance learners need to be made part of the student campus community for programmatic and accreditation purposes. Additionally, the assessment of mandatory student fees reflect the University's value of the co-curriculum and requiring all students to pay it spreads the costs of the co-curriculum so as to not burden any one student.</p> <p>As was reported on the daily TV news, Francisco announced that the campus</p>	<ul style="list-style-type: none"> • Jan will submit draft to UHH and others in student health and counseling services across campuses other than Manoa before vetting a draft beyond front line practitioners. • Members will be ready to discuss at the next meeting. • Jan will finalize the one year extension agreement for execution with HMSA. This will run from August 2014 to August 2015. • Jan will send out an updated Student Fees Policy including language on why distance learners should be assessed. He will also be meeting with the Campus Distance Coordinators to share the thinking and philosophy of this group.

<ul style="list-style-type: none"> ○ <i>Yellow Ribbon for Veterans</i> 	<p>will be going “tobacco-free” after Manoa’s vetting process concludes. In spite the controversy, the campus will ban any smoking on campus including e-cigarettes. Mona added that since Kapiolani CC has gone tobacco-free, she has noticed a difference in the environment. Members asked for copies of the proposed policy. Francisco agreed to send out.</p> <p>Manoa will also pursue a policy of recognizing veterans with in-state tuition rates since the Yellow Ribbon Program currently does not benefit veterans attending UH Manoa in covering total tuition costs.</p>	<ul style="list-style-type: none"> • Francisco will send out copies of the policy Manoa has adopted to become tobacco-free. <ul style="list-style-type: none"> ○ Electronic copy of policy was sent out by Manoa. • Members agreed that CSSAO will need to visit this concern in the near future. Additionally, the President’s Task Force on Veterans Services will develop recommendations for improvements in policies and programs.
<p><i>NEXT MEETING</i></p>	<p>DATE of next meeting – Wednesday, November 20, 2013 from noon to 215pm at Hawaii CC followed by Banner Advisory Council from 230pm. Specific location to follow.</p>	<ul style="list-style-type: none"> • Jan will send out group memory of current meeting with reminder of next meeting date and location.

Recorded by: /s/ Jan Javinar