

ATTENDANCE: Members (x=attended)

UHH: LuoluoHong (x)

UHM: Hung Dang (x)

UHWO: LuiHokoana (x)

System: Jan Javinar (x)

HawCC: Jason Cifra (x)

HonCC: Katy Ho-Middleton (x)

KapCC: Mona Lee (x)

KauCC: Earl Nishiguchi (x)

LeeCC: Chris Manaseri (x)

UHMC: Cathy Bio (x)

WinCC: Judy Oliveira (x)

Others present included Lynn Inoshita, Banner; and Louise Pagotta, CCAO via Polycom; UHM. Also, Barbara Kawamoto and Sandi Wong from System Bursar Office. Meeting started at 12p.m.and ended at 2:50p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Group Memory</i>	No corrections were offered to notes from previous meetings: 02/19/14	<ul style="list-style-type: none"> <li>○ to be posted on System website</li> </ul>
<p><i>Registration; Records</i></p> <ul style="list-style-type: none"> <li>○ <i>Failed Prerequisite</i></li> <li>○ <i>Stu Record Update</i></li> <li>○ <i>Housing Charges Priority &amp;</i></li> </ul>	<p>Jan shared a version of a detailed implementation plan on failed pre-requisite challenge that campus registrars offered for consideration from their meeting 03-12-14. This version essentially eliminates need for detailing follow-up steps as registrars felt that frontline staff already are aware of the steps to be followed. Members responded that it is best practice to document for future personnel, a minimum level of clear steps for future personnel to adopt/follow. Having the basic follow-up steps documented will provide direction for personnel in the future as change occurs. A final edited version will be sent to members for one final review. Lynn also offered that Banner could have the main portal page for MyUH with a reminder about failed pre-requisite requirements.</p> <p>Acknowledging staff resource shortages in Banner, Lynn asked the group to summarize desired changes. Group responded that the veteran status questions would be first together with emergency contact (with emergency contact name, contact phone #, and relationship to student). Banner is still aiming for a "go-live" date of Fall 2014 for all 10 campuses with the existing Address Update and Ed Goal items.</p> <p>Barbara explained that overall, the payment priority process does have tuition as first priority followed by mandatory student fees, housing room and board, short</p>	<ul style="list-style-type: none"> <li>● <b>Jan</b> will send one final draft for all to review before further dissemination</li> <li>● <b>Jan</b> will inform Banner of suggestions</li> <li>● <b>Hung</b> will share information with <b>Francisco</b> for any follow-up</li> </ul>

<p><i>Carryover Balance of Payments in Banner</i></p>	<p>term loans, and then returned check fees, fines, etc. This priority is based on the past business practice that an individual is not a student until she/he pays their tuition. As such, if they are being allowed to live in residence hall when not fully paying their tuition in full, raises the philosophical question of whether individual is indeed a student. Barbara also noted that with registration timeframes between the regular semesters and summer sessions, deadlines are bumping into each other and in some cases, impacting or cancelling out effects of one deadline (e.g. payment plan deadline) on tuition payment for subsequent semester.</p> <p>Barbara confirmed that Banner's payment priority processing system does what Francisco reported --- that when students add classes and thus increase tuition &amp; fees obligation, amounts already credited to housing room&amp; food charges are reversed and credited toward new tuition &amp; fees amounts.</p> <p>Barbara also confirmed what Francisco shared last time --- students who sign up for payment plans are currently able to miss scheduled payment installment deadlines with no registration consequences, and are able to pay balances due in the last month of the semester with no impact. Barbara noted that because students who sign up for payment plans must provide a debit/credit card account number, Banner will continually present to the debit/credit card until amount is paid. A hold is placed on student's account only after the final deadline for payment has passed.</p>	
<p>○ <i>Student Self-Service &amp; Transcript Ordering</i></p>	<p>Jan reported that he is still awaiting response from ITS and/or Data Governance folks on the exposure concerns raised by Office of Risk Management about increasing institutional liability for student data exposure be worth the convenience for students to order transcripts 24/7.</p>	<ul style="list-style-type: none"> <li>• <b>Members</b> still need to check with campus registrars about specific data elements they share with the National Student Clearinghouse</li> </ul>
<p>○ <i>Academic Calendar</i></p>	<p>After receiving requests for feedback on academic calendar for AY18 through AY21, members expressed that this process should be a rolling one determined much earlier than currently is done and involve at least 4 years to coincide with biennium process. Also, care needs to be given to reexamining deadlines for payments, timelines for registration, etc. to see if overlaps do not obviate intended consequences for deadlines.</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will share concerns with System Academic Affairs</li> </ul>

<p><i>Admissions; Recruit</i></p> <ul style="list-style-type: none"> <li>○ <i>Centralized Admissions</i></li> </ul>	<p>Katy reported that she will be moving on this initiative and will seek to convene a meeting of specific stakeholders. She asked if Jan's office could assist in setting up the meeting.</p>	<ul style="list-style-type: none"> <li>● <b>Jan</b> will work with Katy to set up meeting <ul style="list-style-type: none"> <li>○ <b>Meeting scheduled for Thurs, 04-10-14 at Bachman 113</b></li> </ul> </li> </ul>
<p><i>Student Health</i></p> <ul style="list-style-type: none"> <li>○ <i>International Students Health Insurance</i></li> </ul>	<p>Jan mentioned that the international student services personnel requested a meeting to discuss the proposed exec policy change on international student health insurance. He reminded the group that the proposed edit to E6.301 on international student health insurance is taking the approach that since the ACA requires that aliens who are lawfully present in the US are subject to the individual mandate of ACA and that since nonimmigrant students and scholars are lawfully present in the US, they too appear to be subject to the ACA.</p>	<ul style="list-style-type: none"> <li>● <b>Jan</b> will work with international student services staff to receive their additional considerations <ul style="list-style-type: none"> <li>○ <b>Meeting scheduled for Fri, 04-11-14 at Bachman 203</b></li> </ul> </li> </ul>
<p><i>Financial Aid</i></p> <ul style="list-style-type: none"> <li>○ <i>E6.206 B+</i></li> <li>○ <i>Second Century, E6.204</i></li> </ul>	<p>Group was reminded that a draft revision of the State of Hawaii B Plus Scholarship Program is being updated to conform with changes in the high school graduation requirements for public schools, to encourage 15 to Finish as a way of fostering timely degree completion, defining the award as no more than cost of tuition, and clarifying renewal periods to comport with 4 year and 2 year degree completion expectations. Members were encouraged to do any final consultation with frontline financial aid and admissions staff to address concerns about the proposed revisions. A final version has been forwarded for adoption by President's Office.</p> <p>A chart showing how campuses performed with awarding Second Century Scholarships from FY 09 through FY14 was re-circulated after last month's data shared by Lui. When the data offered by Lui was shared with the Pukoa Council, concerns were raised that campuses were not demonstrating commitment to serving indigenous students. In an effort to formalize University's commitment to being an indigenous-serving institution of higher education, Jan explained that the executive policy for the student financial assistance program will be proposed for revision to formalize Second Century Scholarship Program as a dedicated need-based opportunity grant. While the source of funding and the amount of total allocation remain unaddressed, the group was not against formally incorporating Second Century into E6.204. Members were concerned about identifying a firm source of funding.</p>	<ul style="list-style-type: none"> <li>● Awaiting final consult by SSAOs with front line</li> <li>● Jan will vet a draft of E6.204 at Council of Chancellors meeting <ul style="list-style-type: none"> <li>○ <b>Meeting scheduled for Wed, 04-02-14</b></li> </ul> </li> </ul>

<p><i>Student Developmnt</i></p> <ul style="list-style-type: none"> <li>○ <i>Student Fees, E6.2new</i></li> <li>○ <i>Sex Harassment, E1.204</i></li> <li>○ <i>System Disciplinary Action</i></li> </ul>	<p>Jan explained that the new executive policy which brings together in one place and one schedule, the mandatory student fees described in BORP 6-3, is poised for final approval by President's Office except for the concern about distance learners and fees as well as concurrent enrollment and payment of fees. A working group consisting of Ramona Kincaid and Matthew Platz (delegated to Janet Ray) from CCAO together with Katy Ho will work on crafting some verbiage to address distance learners and concurrent enrollment. There needs to be some consistency on how campuses deal with these special types of enrollments and payment of mandatory student fees. Jan also mentioned that he will be meeting with the distance learning policy &amp; production group.</p> <p>Mona reported that she, Chris, and Jan serve on a working group doing a major update to the executive policy on sexual misconduct and sexual assault as required by changes to Title IX laws, rules, etc. A nearly final draft was electronically shared to members with the heads up that after adoption, campuses will need to craft and implement specific campus procedures. The revised E1.204 will offer a checklist of what needs to be done by campuses to comply with changes to Violence Against Women Act amendments to the Clery Act as well as Title IX law and regulation changes. Additionally, a President Advisory Group is working simultaneously on resource templates, training strategies, etc. that will be required to comply with Title IX changes. More to come.</p> <p>Recent incidents involving students receiving conduct or disciplinary sanctions at one campus attempting to enroll in another campus generated spirited conversation about what could or could not be done to prevent such enrollment. Members agreed that this concern needs to be addressed further.</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will redraft after consultation with working group and DLPP Group set to meet on 04-11-14</li> <li>• <b>Mona, Chris and Jan</b> will keep group updated as policy revision progresses</li> <li>• <b>Members</b> will forward to <b>Katy</b> their current use of any type of conduct or disciplinary codes which prevent subsequent student action</li> </ul>
<p><b>NEXT MEETING</b></p>	<p><b>DATE of next meeting – Wednesday, April 16, 2014 at UH Hilo's new Student Services Building</b>, specific location to be determined.</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will send out group memory of current meeting with reminder of next meeting date and location.</li> </ul>

Recorded by: /s/ Jan Javinar