

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

DATE: Wednesday, June 18, 2014, UHWO Chancellor Conference Room 2-212

ATTENDANCE: Members (x=attended)

UHH: Gail Makuakane-Lundin (x)

UHM: Francisco Hernandez (x)

UHWO: Lui Hokoana (x)

System: Jan Javinar (x)

HawCC: Jason Cifra (x)

HonCC: Katy Ho-Middleton (x)

KapCC: Dawn Zoni (x)

KauCC: Earl Nishiguchi (x)

LeeCC: Chris Manaseri (x)

UHMC: Cathy Bio (x)

WinCC: Judy Oliveira (x)

Others present included Joanne Itano, Interim EVPAA (via Polycom); Lynn Inoshita & Farah Doiguchi, Banner; Les Ishimoto, UHWO FinAid, Jamie Yoshimura, UHM FinAid, and Gregg Yoshimura, System FinAid. Meeting started at 12p.m.and ended at 3p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Group Memory</i>	No corrections were offered to notes from previous meetings: 04/16/14 & 05/21/14	<ul style="list-style-type: none"> <li>to be posted on System website</li> </ul>
Financial Aid Concerns	A team representing the Financial Aid Leads system-wide was present to describe 4 major areas of concerns confronting front-line staff which impedes their ability to complete their functions. The 4 areas include program length; reporting to national student clearinghouse, late complete withdrawals, and regulatory burdens. The team members were thanked by the group and advised to reformat their areas of concerns by identifying steps needed to be done by the campus SSAO and the offices those steps needed to be addressed to.	<ul style="list-style-type: none"> <li><b>Financial Aid Team</b> will submit appropriate campus action steps for campus SSAO to take together with identified offices in time for next CSSAO meeting in July</li> </ul>
Sexual Misconduct & Assault, Title IX & VAWA	<p>By polycom, System Director of EEO/AA Mie Watanabe explained that the policy revision to E1.204 deftly combines sexual misconduct and sexual assault as well as student and staff/employees all into one. This has created a lengthy document which Mie will probably propose to split into two separate documents: a shorter executive policy and a longer, more comprehensive administrative procedure that contains the details.</p> <p>She noted that the policy has gone for union consultation and is pending discussion regarding several questions and concerns. The University is still working with the labor unions to address these issues. In the meantime, the existing policies are still on-line.</p>	<ul style="list-style-type: none"> <li><b>Members</b> should stay tuned for the specific action steps to be recommended by President's Advisory Committee</li> </ul>

	<p>Mie summarized the Title IX guidance requirements and, in particular, VAWA mandates have new requirements related to mandatory training of incoming students and new employees; provision of user-friendly written information regarding campus-specific resources and procedures for students and employees; prevention (e.g., bystander training); appropriate protocols for receipt, investigation, and disposition of reported claims.</p> <p>She concluded that the President’s Advisory Committee on Title IX &amp; VAWA Compliance will be sharing their set of recommendations with President and the Council of Chancellors around middle July. These recommendations are comprehensive and specific in nature, which will have impact on campus Title IX coordinators, many of whom are senior student affairs officers. System offices (EEO/AA, StuAffairs, and CC system) are already looking into potential vendors, resources, etc. to fulfill the legal mandates including potential online training videos, possible speakers to train staff on a number of items (investigator training, Title IX coordinator training, maintaining confidentiality, doing sensitive interviews, etc.). She advised the group to stay tuned.</p>	
<p><i>Records; Registration</i></p> <ul style="list-style-type: none"> <li>• <i>STAR</i></li> <li>• <i>Class Standing</i></li> <li>• <i>ACT Scores</i></li> <li>• <i>Transcript Ordering</i></li> </ul>	<p>By polycom, interim EVP Joanne Itano shared draft memos to be issued to the campuses. The first one declares STAR as the official arbiter of degree completion. The contents of a draft memo from President Lassner was discussed with suggestions offered by the group in paragraph three describing STAR as the primary source rather than as entity taking action.</p> <p>The second memo will be from EVP Itano to the campuses redefining class standing as has been discussed at previous meetings of CSSAO and jointly with CCAO. No concerns or suggestions were offered.</p> <p>Jan explained that he has not yet confirmed the pricing with ACT about the 9 other campuses receiving ACT test scores. He will do another reach out by this Friday.</p> <p>It was noted that the Data Governance folks don’t foresee any major concerns with the interfacing with National Student Clearinghouse to sign up for the Student Self Service &amp; Transcript Services. There is however an internal accounting concern raised related to how NSC bills the University and remits payment for requests adjusting out their charge. The generally accepted accounting practice is that NSC will remit the entire amount to the University who will turn around and remit to NSC their charges.</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will share the draft changes with Joanne</li> <li>• <b>Jan</b> will send out email to confirm pricing structure by this Friday</li> <li>• <b>Jan</b> will see if NSC has an approach to address the billing process concern expressed by business services staff</li> </ul>

<p><b>BANNER</b></p>	<p>Banner Manager Lynn Inoshita reported that a new financial aid functional lead, Troy Takahashi, was recently hired and will assume the duties and responsibilities previously performed by Jamie Yoshimura (interim), following Jeff Scofield's departure. Initially housed with UHM Financial Aid, Troy will eventually split his time between two offices (co-location in UHM Financial Aid office and UH System Banner Central Office).</p> <p>She mentioned that several smaller modules of Banner XE (version 9, we are currently on version 8) are available, with additional mods being developed by Ellucian. The Banner team is working with Ellucian consultants over the Summer to determine how to best prepare for the XE upgrade. Now that the FA 8.20 upgrade is complete, the Banner team is reviewing the remaining list of projects that were on hold and will resume work on them.</p> <p>Lynn noted that there was a recent Banner Users Forum hosted by Leeward CC where community college frontline staff members across all areas (records, financial aid, cashiers, admissions) were presented with Banner updates and Ellucian Live Conference highlights. Attendees were also able to share their concerns with Banner as a system. These concerns are currently under review by Banner staff.</p>	<ul style="list-style-type: none"> <li>• <b>Lynn or rep from Banner</b> will continue to attend the CSSAO meeting and interweave any Banner issues as part of the regular agenda</li> </ul>
<p><i>Financial Aid</i></p> <ul style="list-style-type: none"> <li>• E6.206 and E6.204</li> </ul>	<p>Latest revisions to the overall student financial assistance program executive policy (E6.206) and to the B Plus Scholarship Program executive policy (E6.204) were shared with the group. Members were invited to offer final comments. The team had no objections to the proposed latest revisions.</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will transmit both executive policies to President for approval and promulgation</li> </ul>
<p><i>Student Developmnt</i></p> <ul style="list-style-type: none"> <li>• Stu Ass't Wages</li> </ul> <ul style="list-style-type: none"> <li>• Student Life Concerns</li> </ul>	<p>Francisco shared a preliminary proposal to increase student employee wages in light of the approved raises to the state's minimum wage. A table showing new wage rates for FY15 through FY18 reflecting 3%, 6%, 6%, and 9% increases respectively. Additional tables of information were reviewed indicating the total costs for the student wage increases from FY16 through FY18 would amount to \$3,565,510 in total. Discussion reflected the group's overall concurrence with the proposal, with concerns about how best to finance these increases. It was suggested that perhaps a legislative request be put akin to collective bargaining adjustments for full-time staff. Jan will follow up to see if feasible.</p> <p>Jan shared a powerpoint with the group indicating the drama that has occurred over the past academic year across multiple campuses related to student fee use</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will touch bases with system budget to see if possible to include a legislative ask for upcoming 15-17 biennium</li> <li>• <b>Members</b> will spend time over summer reflecting on the questions posed by Pres</li> </ul>

	<p>and CSOs in general. The drama has attracted external stakeholders who are weighing in with their perspectives about the way things ought to be. Concerns have centered around student fees being charged for services not received, perceived lack of adherence to CSO charter provisions, spending of fees for purposes not intended, student disagreement with actions taken by the CSO, and legitimacy of election results. Members were encouraged to engage in reflection questions offered by President Lassner over the summer to ensure that advisors and administrators are exercising appropriate stewardship of student fees.</p>	<p>Lassner about student fee use and stewardship by advisors &amp; administrators</p>
<p>Transition in Stu Affairs Leadership</p>	<p>Members continued to reinforce the need for conversation with System administration about the turnover in student affairs administration over the last year or two, with changes in the senior student affairs officer position at 7 of the 10 campuses. A smaller group of Katy, Chris, Earl and Jan will schedule a meeting individually or jointly with President Lassner and VP Morton to articulate the concerns and the needs required for SSAOs to succeed in positively influencing student learning, growth, and development.</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will schedule the meeting</li> </ul> <p><b>Meeting scheduled for Thursday, 07-24-14 at 1030am</b></p>
<p><b>NEXT MEETING</b></p>	<p><b>DATE of next meeting – Wednesday, July 16, 2014 at Windward CC (location to be announced)</b></p> <p>Agenda items include final review of BOR Policy on clinical &amp; mental health services, and international student health insurance; names on diploma; free speech public forum; system student conduct hold; Banner Record update; financial aid concerns followup; and Manoa handling of ACT scores.</p>	<ul style="list-style-type: none"> <li>• <b>Jan</b> will send reminder of next meeting date and location.</li> </ul>

Recorded by: /s/ Jan Javinar