

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

DATE: Wed, 08/20/2014, Kapiolani CC, LAMA #111A, 12:00 – 3:30pm

ATTENDANCE: Members (x=attended)

UHH: Gail Makuakane-Lundin (x)

UHM: Lori Ideta (x)

UHWO: Lui Hokoana (x)

System: Jan Javinar (x)

HawCC: Jason Cifra (x)

HonCC: Lara Sugimoto (x)

KapCC: Dawn Zoni (x)

KauCC: Earl Nishiguchi (x)

LeeCC: Laurie Lawrence (x)

UHMC: Cathy Bio (x)

WinCC: Judy Oliveira (x)

Others present: Hae Okimoto & Lynn Inoshita, Banner Central; Linda Duckworth, International Stu Services, UHM; Dee Uwono, Judicial Affairs, UHM
Meeting started at 12p.m. and ended at 3:15 p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Group Memory</i>	Draft still being completed for meeting dated 07/16/14; will be presented at next meeting.	<ul style="list-style-type: none"> • Members will review by September meeting
Title IX & VAWA	<p>Dee provided an overview on Title IX (federal civil rights) from a practitioner’s view and how new requirements will impact frontline operations. Title IX prohibits discrimination on the basis of sex including misconduct (harassment) and violence (stalking, dating violence, domestic violence, assault, etc.). Legal perspective on Title IX will be presented tomorrow at the Title IX Coordinators training at Windward CC. Dee emphasized the responsibilities of each campus to include:</p> <ul style="list-style-type: none"> • disseminate notice of non-discrimination, • promptly respond to the complainant, • take steps to remedy the situation, and • communicate the aforementioned to the complainant. <p>Title IX is not limited to students as it also covers employees. Most complicated cases involve students vs. faculty as Title IX coordinator does not exercise supervisory authority over faculty/academic affairs. Jan added that the Title IX coordinator is obligated and has the authority to investigate and subsequently recommend sanctions for a higher authority (Chancellor, etc.) to apply to faculty/employee.</p> <p>The proposed E1.204 revision identifies staff who are mandated to report incidents. There was some discussion over the obligation of all to serve as reporters. Campuses will need to have clear procedures for campus investigations. Dee stressed the importance</p>	<ul style="list-style-type: none"> • Members will need to review Individual campus procedures and update as necessary • Members will also review provisions of the Action Plan developed by the President’s Advisory Group that was previously issued to Chancellors and senior student affairs officers • Dee will share sample letters she uses in investigations as well as reference documents from OCR • Members will consider posting the short but informative video shared at today’s meeting, Know Your IX.

	<p>of documentation and creation of a timeline. She also noted that System is proposing elimination of E1.203 Sexual Misconduct including Harassment since the revised E1.204 will include provision on that. Dee shared a diagram on how VAWA, Campus Save Act, and Title IX overlaps, noting that basically all share same compliance requirements, with VAWA requiring documentation of everything.</p>	
<p>Int'l Student Services Concerns</p>	<p>Linda Duckworth, director of international student services at UHM presented a powerpoint on two concerns; 1) how the University systematically does or does not collect on international students; and 2) new requirements from homeland security.</p> <p>On concern #1, she noted that the University has multiple definitions of "international student," that individuals self-report based on guidance provided on the on-line common admissions application, and that short-term programs including credit and non-credit programs operated through continuing education offices may likewise not be included in counting of international students. For these concerns, Linda offered recommended fixes. The group was open to all four recommendations and noted that followup conversations will need to occur. Banner reps indicated that they'd work on revising the online admissions application as far as definitions to facilitate self-reporting and also the re-ordering of the blocks of information found in Sections 4 and 9 per recommendation described by Linda.</p> <p>On concern #2, Linda reported that Homeland Security issued new federal name standards for the creation of SEVIS records and visa documents for international students. A training session was conducted by Linda with designated school officials handling this. New compliance requirements on naming standards must be used by April 2015. The interfacing between Banner and SEVIS records may cause campuses to have to revisit current operating protocols and procedures especially as related to the creation of new I-20 forms, removal of hyphens and lack of first names impact in Banner, etc.</p>	<ul style="list-style-type: none"> • Banner reps will work on drafting the online admissions application per Linda's recommendations #2a, #2b, and #2c • Members will discuss recommendation #1 with their campus registrars for further feedback • Members will consult with appropriate campus officials to examine impact of new standards on current business practices especially for admission & visa document issuance processes.
<p><i>Registration & Records</i></p> <ul style="list-style-type: none"> • <i>Transcript Ordering</i> 	<p>Jan reported that he's still awaiting word from IT Data Governance about their comfort with the student self-service in ordering transcripts from National Student Clearinghouse. Via this service, students/alumni could order transcript virtually, remit payment to NSC (\$2.25 service fee + \$5 UH transcript fee), NSC would send request to campus, campus reviews request & approves followed by campus issuance of transcript. NSC would then remit \$5 to campus. Besides IT Data Governance, there may be an accounting best practice that's unacceptable in having a third party remit difference to University instead of third party remitting entire amount collected followed by University turning around and distributing third party's service fee of \$2.25.</p>	<ul style="list-style-type: none"> • Jan will follow up with both IT Data Governance and Bursar

<ul style="list-style-type: none"> • <i>Banner Record Update</i> 	<p>Lynn reviewed the three basic parts to the Banner Student Record Update form, noting:</p> <ul style="list-style-type: none"> ○ one section is on updating current address with effective date of change, and emergency contact person info (email & phone number); ○ second section on veteran status (Jan and Pearl from IRAO will need to consolidate and flow these questions) ○ third section on educational goals <ul style="list-style-type: none"> ○ Group agreed that to validate major, STAR should be used to generate a report and shared with academic advisors for their interventions with students' whose identified majors didn't match with information in Banner 	<ul style="list-style-type: none"> • Jan will meet with Pearl from IRAO to revisit the questions on Veteran & Military status
<p><i>Admissions</i></p> <ul style="list-style-type: none"> • <i>ACT Test Scores</i> • <i>Vets NRTD</i> 	<p>Ideally, campuses would like to receive ACT test scores from DOE juniors required to take the ACT for free via the DOE. More than likely, the DOE will not release information due to privacy concerns and lack of parental consent. Consequently, if campuses wish to get test scores for ALL test takers, they must either pay for it through ACT Educational Opportunity Service (EOS) which amounts to \$0.40 per student record OR test taker must list campus as one of their four free choices to direct scores.</p> <p>In addition, campuses will need to purchase AIRO (ACT Internet Reporting Option) account to receive data electronically on a regular basis as well as AIM (ACT Information Manager) in order to translate data received from ACT into usable, readable formats. AIRO Account will cost \$675 per campus start-up fee, unsure about annual cost thereafter. AIM software will cost \$708 start up with \$480 annual recurring.</p> <p>Jan reported that Congress was poised to adopt federal legislation, Veterans Access, Choice & Accountability Act of 2014 with President Obama expected to sign. This federal law mandates that veterans pay resident tuition rates at colleges or the colleges will be disapproved as eligible institutions where veterans can use their GI Bill benefits. Additionally, veterans can enjoy this in-state tuition benefit within three years of discharge from active duty. The BOR will be presented a proposal to include veterans as a group exempt from non-resident tuition through the Non-Resident Tuition Differential (NRTD) process. Handouts were shared with the group showing the proposed change to Board Policy, BORP Chapter 6, Section 6-8, together with cost projections using the amount of tuition waived currently for Active Military and National Guard & Reserve. A third handout showed VA reported data on current veterans using benefits at UH campuses with projections of amount of tuition to be waived if VA nonresidents were given resident tuition rates. This amounted to an estimated \$1.726 M per semester. New federal law takes effect July 1, 2015 so once BOR approves change, it will allow campuses about 1 semester to prepare. Impact to UH is estimated to be around \$3M. The BOR is scheduled to vote on policy change at its September 2014 meeting.</p>	<ul style="list-style-type: none"> • Jan will meet with Karen Lee, Hawaii P-20 about what DOE might be willing to do and will also check with ACT on where test takers direct their scores • Members will review the proposed BOR Policy change, Chapter 6, Section 6-8 with campus admissions and registrars who will ultimately be responsible for monitoring veteran status

<ul style="list-style-type: none"> • <i>Military Tuition Assistance</i> • <i>Enrollment Projections</i> 	<p>Questions were raised about the advisability of re-signing DoD Voluntary Education Partnership MOU by September 2014. Some frontline staff raised concerns about some of the provisions campuses would be agreeing to. This Tuition Assistance Program (TAP) covers tuition only for active personnel based on established caps. Many of the concerns were already part of 2012 MOU with the designated point of contact having additional responsibilities for referring service members to offices for disability counseling, career search, financial aid, and academic advising. Other new items include the “program integrity” requirements that minimize predatory practices on the part of IHEs, requirement that institution disclose its transfer of credit policies and articulated transfer agreements (again related to “truth-in-lending” practices). Service members must be provided educational plans that help them with clear paths toward completion, not unlike the 2012 MOU. The attempt was also made in the 2014 MOU to reflect similar return of tuition assistance as federal financial aid policies. UH campuses that have signed the 2014 MOU to date include Hawaii CC, Honolulu CC, Leeward CC, UHM, and UHWO.</p> <p>Lui noted that IRAO enrollment projections appear to lose its practicality and wondered if the methodology used still makes sense. He asked if there may be better ways to project campus enrollments.</p>	<ul style="list-style-type: none"> • Jan will raise the question with IRAO
<p><i>Student Health</i></p> <ul style="list-style-type: none"> • <i>BORP 7.7</i> • <i>EP 7.202</i> 	<p>Jan shared that the executive policy updates an existing policy to include new terminology – clinical health and mental health and identify base level care. At minimum, campuses should have level 1 service of care. This executive policy does not require BOR approval, however, the proposed revision to BOR Policy, Chapter 7, Section 7 will. At the BOR level, policy articulates a philosophical basis for why college campuses ought to have some type of clinical and mental health services. Gail asked if facility requirements for clinical health or mental health center are specified. Jan responded that the BOR and Executive Policies do not specify facility requirements; however, the professional associations of university counseling centers (AUCCCD) and university student health centers (ACHA) probably do as part of their licensing or accreditation standards.</p>	<ul style="list-style-type: none"> • Members will review policies for next meeting to provide feedback.
<p><i>Student Developmnt</i></p> <ul style="list-style-type: none"> • <i>Free speech public forum</i> 	<p>Jan reported that there is a draft Executive Policy being circulated and discussed by senior administrators in response to the lawsuit related to UH Hilo. It is a stand-alone policy that separates from the existing facility use policy (E10.201) and establishes a separate policy on expressive activity on University campuses under the First Amendment of the US Constitution. Before final promulgation, this policy will be vetted.</p>	<ul style="list-style-type: none"> • Jan to forward the draft policy on free speech proposed by University’s office of general counsel for members review and feedback

<ul style="list-style-type: none"> • <i>Student conduct E7208 & system sanctions,E7205</i> • <i>Tax Treatment of Student Travel & Stipends</i> 	<p>Jan reported that two executive policies will need to be looked at in light of VAWA (specifically the Campus SaVE Act) mandating changes in definitions and processes. These policies include Executive Policies, Chapter 7, Section E7.208 and E7.205. More forthcoming.</p> <p>The University's tax compliance specialist is working to clarify status of certain payments to students addressing whether such payments are:</p> <ul style="list-style-type: none"> ○ Taxable to student? ○ Reportable to IRS? By whom? ○ Required for IRS income tax withholding? <p>Preliminary indications are that payments for student travel, stipends, and services (transportation, gifts/give-aways) will be taxable to students. Jan will be meeting with both the tax compliance specialist and his supervisor to discuss further. Stay tuned.</p>	<ul style="list-style-type: none"> • Jan will meet with Kenneth Lum and Susan Lin to discuss
<p><i>NEXT MEETING</i></p>	<p>Wednesday, Sept. 17 at Honolulu CC (location to be announced)</p> <p>Items include feedback on clinical & mental health services; decision on approach to receiving ACT scores; decision on NSC student self-service transcript ordering; decision on Title IX online course for students, and others. Feel free to offer any items prior to or at the meeting</p>	<ul style="list-style-type: none"> • Jan will send agenda notice out along with materials

Recorded by: /s/ Jan Javinar