

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

DATE: Wednesday, Nov 19, 2014, Kauai CC One Stop Center 207

ATTENDANCE: Members (x=attended)

UHH: Gail Makuakane Lundin (x)
 UHM: Francisco Hernandez ()
 UHWO: Lui Hokoana ()
 System: Jan Javinar (x)

HawCC: Jason Cifra (x)
 HonCC: Dee Uwono (x)
 KapCC: Dawn Zoni ()
 KauCC: Earl Nishiguchi (x)

LeeCC: Laurie Lawrence (x) via skype
 UHMC: Cathy Bio (x)
 WinCC: Judy Oliveira (x)

Others present: Lynn Inoshita, Banner Central Manager (via polycom); and Roxie Shabazz, UHM Asst VCS for Enrollment Mgt (via polycom).
 Meeting started at 12 p.m. and ended at 3:35 p.m. including tour of campus and recently renovated Campus Center facilities.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Group Memory</i>	Notes from previous meetings: 09/24/14 and 10/15/14 were reviewed with no corrections or additions.	<ul style="list-style-type: none"> to be posted on System Stu Affairs website under CSSAO; done 12-08-14
<i>Registration & Records</i> <ul style="list-style-type: none"> <i>Student Record Update Form</i> <i>Dropping last Class online</i> <i>Purge</i> 	<p>No reported issues or concerns with students having to do the update for Spring 2015 registration.</p> <p>Group reiterated need for email address for emergency contact in addition to phone number as well as limiting phone number options for emergency contact and student to cell and home, dropping other as an option. Banner anticipates going live in March or April 2015 with further enhancements.</p> <p>Lynn noted that there is a 2-step process in this analysis; 1) technically, if Banner functionality can address; and 2) communication reports – what information is needed and by what offices (advising, housing, financial aid, records, etc.). It was suggested that this item be brought up at next month’s joint meeting. Aim to implement Fall 2015.</p> <p>Group confirmed that they received the preliminary deadlines involved in admissions, registration, payment, and financial aid which may be affected by the elimination of a purge in registration. Members suggested that instead of an auto purge, that students be issued notices to make payments beginning with Fall 2015.</p>	<ul style="list-style-type: none"> Lynn will continue refinements to the Update Form Lynn will gather information from campuses for frontline impacts; Jan will work with Acad Affairs to include as part of the agenda Jan will work with Acad Affairs to include as part of the agenda

<ul style="list-style-type: none"> ○ <i>Stu Access to Banner & STAR</i> 	<p>In response to query from Laurie, specific profiles that enable student assistants to access STAR and Banner information are available. This remains a campus practice.</p>	
<ul style="list-style-type: none"> ○ <i>Admissions</i> ○ <i>ISS & Online application</i> ○ <i>ACT Paper Test Scores</i> 	<p>Members reiterated concern expressed by Hilo previously around COFA students. While status of COFA individuals is a negotiated political status, and the language proposed for the online definitions reflect that, campuses may choose to decide whom to target to offer additional student success and support services. It is unclear how current practices enable identification of country of origin without having to add a line indicating "Resident of COFA nation" to allow for this identification.</p> <p>It was asked if Banner is ADA compliant and allows the use of readers.</p> <p>Members requested another set of the campus staff and offices that currently receive paper test scores for ACT.</p>	<ul style="list-style-type: none"> ● Lynn will follow up on current Banner functionality around country of origin as well as on ADA compliant features of Banner ● Jan will re-send list out; campuses will need to report changes to ACT; sent 12-12-14
<ul style="list-style-type: none"> ○ <i>Student Life</i> ○ <i>Student Fees</i> ○ <i>Student Caucus concerns</i> 	<p>Jan mentioned that two outstanding issues remain with a proposed new executive policy on mandatory student fees; one related to what fees, if any, should students taking courses by distance education from other campuses pay, and second related to what fees, if any, should students taking courses concurrently from other campuses pay. Otherwise, the content of the policy achieves its overall goal of bringing under one policy roof a mandatory student fees schedule akin to the tuition schedule found in EP Chapter 6. This may be brought up at the joint meeting in December.</p> <p>Jan reviewed a presentation made to the BOR Committee on Independent Audit addressing President Lassner's request of all campus chancellors to review the use and management of mandatory student fees. Findings show that student fees are being properly used and management, however there were instances in the past year which needed to be and were adequately addressed. Healthy fund balances in these student fee accounts need to be monitored to assure that the funds are being properly used to address campus specific student needs and student leaders' agendas for the year.</p> <p>From last week's Student Caucus meeting, several concerns were shared by the student leaders. One major concern centered on student leaders wanting assurances that their</p>	<ul style="list-style-type: none"> ● Jan will continue to finalize the policy based on further conversations with Banner and Bursar around feasibility and functionality ● Jan will be sending out a spreadsheet asking campuses to provide info on fund balances for mandatory student fee accounts. Members were asked to provide assistance in retrieving the information in a timely manner. Sent 12-04-14 ● Jan offered to provide training for advisors of CSOs to assist in working

	empowerment to exercise autonomy in decision-making is not overlooked or cast aside. Another issue raised was the relationship the student life coordinator/advisor had with different CSOs (especially student government or the student activities council) with some student leaders expressing frustration with perceived favoritism which fosters uncooperative behaviors between CSOs. A third area of concern revolved around the need for student leaders and advisors to be able to differentiate the purpose and focus of student government versus that of student activities council.	with the various governance groups to address concerns.
<p><i>Stu Development</i></p> <ul style="list-style-type: none"> ○ <i>Title IX online course</i> ○ <i>System Sanctions & Holds</i> 	<p>Jan provided a chart showing the calculations of each participating campus' share to cover the costs of the EverFi product, Haven which will serve as an online training course for incoming students. The price provided by EverFi will cover 31,000 student sign-ons. Procurement will occur in December with implementation for Spring 2015.</p> <p>Members received the existing Exec policy on Systemwide Student Disciplinary Sanctions, EP 7.205. At January 2015 meeting, group will discuss proposed changes to this policy aligning it with a revision of the Systemwide Student Conduct Code, EP 7.208 which will need to incorporate elements to address VAWA requirements. Members reiterated need to see disciplinary sanctions as having system-wide application and thus, needing resolution across and among campuses within the UH System.</p>	<ul style="list-style-type: none"> • Members will provide Jan with an account code to chargeback for the EverFi product • Jan will send out drafts of an amended EP 7.205 (Disciplinary Sanctions) and EP 7.208 (Student Conduct Code) for Jan 2015 meeting
<i>Staff Transition</i>	Members noted that they will continue to have conversations with appropriate supervisors around the transitions being experienced in student affairs throughout the campuses and the need for community college system focus on issues arising from student affairs.	•
<i>Future Agenda Items</i>	Topics suggested for future meetings were centralized financial aid; registration purge alternatives; system wide student conduct sanctions; and system wide student holds.	•
NEXT MEETING	DATE of next meeting – Wednesday, December 19, 2014 at UH-Manoa joint meeting with CCAO (IT Center 105) to be followed by meeting with EverFi for Haven online Title IX course (IT Center 4th floor) 2pm	• Jan will send reminder of next meeting date and location.

Recorded by: /s/ Jan Javinar