Financial Aid Project Proposal Form
2011-12

College: KAUAI COMMUNITY COLLEGE

Project Title: OVERTIME COMPENSATION AND SUPPLIES FOR OUTREACH PROJECTS

Proposer’s Name and email address: REBECCA THOMPSON, RET@HAWAII.EDU

Proposal Period: 09-01-2011 THRU 03-01-2012

Year 1 ____ X____

Budget request: ___$9,325_____________________________________________________

Complete the following sections:

1. 250 word description of the proposed project or service. Include data supporting the need for the project or service. (30pts)

   During the fall and spring months, the financial aid office participates in many outreach activities directed toward graduating high school seniors and others in the community. Activities include: Kauai College and Career Fair, four high school financial aid nights, College Goal Sunday, and various other presentations. Last year, 239 students attended the financial aid workshops. Most of these events are held in the evenings, so as working families and students may attend. The KCC Financial Aid staff must work overtime in order to present these events.

   Currently, the KCC FA office has one laptop to use at these events. With the use of iPads, the KCC FA office staff could set up stations at the events where families could create FAFSA PINs, scholarship application accounts, and submit FAFSAs.

   Materials on the FAFSA, student loans, and scholarship opportunities are provided to attendees at these events. FSA provides general application materials, but it is up to each school to disseminate information on school codes, application deadlines, cost of attendance, scholarship opportunities, and other campus-specific information. Printing options are limited at Kauai Community College, and most of our materials are printed on a Xerox machine and are not visually appealing. The KCC FA office would like to use a professional service to print our outreach materials.
Recently, KCC FA Office re-designed its website to be more user-friendly and easy to read. In an effort to promote the use of our on-line financial aid resources, the KCC FA Office would like to promote our website address by giving out pens printed with our website address.

This proposal is for funds to pay overtime to two APT staff and to purchase supplies.

2. Refer to research that influences or serves as foundation for the project, if any.

With the increased outreach efforts and more one on one assistance, there was a 134% increase in amount of financial aid disbursed this year, $1,332,331.00 compared to last year of $569,334.00.

Both the CCSSE and Noel-Levitz results indicated that the number one reason why students do not apply for financial aid is because "I did not think I qualified for financial aid". (37%) When questioned further, many of these students did not fully understand what financial aid is, therefore, the importance of reaching out to them and having a financial aid 101 session.

One way to increase efficiency with the present staffing is to use technology to accomplish tasks faster, more accurately, and to reduce manual tasks. Besides moving towards a paperless environment and utilizing social media, there is still some need for printed materials for some of the students.

The use of the supplies at the various outreach events will decrease processing time with increased efficiency resulting in increased number of applications processed.

3. List partners in the CC system or explain how the design lends itself to export.

The FA offices across the CC system share ideas for outreach. The items in the proposal do not require the hiring of additional staff nor require any additional commitment or duties for current staff. If the projects are successful, they can easily be duplicated at all the UHCC FA offices.

4. Refer to the Campus and the System strategic plan section that demonstrates the relevance of this project. (10pts)

This proposal is in support of KCC’s Goals 1, 5, and 6 (listed below)

1. Access – To provide open access to educational excellence for a diverse student population
1.1 Outreach Marketing and recruitment

5. Community Development – To contribute to community development and enrichment through campus leadership and collaboration. 
   5.1 Establish active collaborative arrangements to support community goals and needs.

6. Diversity – To foster global understanding and appreciation for diversity. 
   6.2 Foster global understanding; develop partnerships with communities and organizations both within and beyond Hawaii.

This proposal is in support of the UHCC System Strategic Outcomes 1, 2, and 5 (listed below)

1. Native Hawaiian Educational Attainment - Position the University of Hawai‘i as one of the world’s foremost indigenous-serving universities by supporting the access and success of Native Hawaiians.
   1.1 Increase Native Hawaiian enrollment by 1,231 students through 2015, particularly in regions that are underserved.

   1.2 Promote low-income Native Hawaiian student success and graduation by increasing the financial aid participation rate by 257 students by 2015, and the total amount of financial aid awarded by $600,000, and the number of recipients making satisfactory progress.

2. Hawaii's Educational Capital – Increase the educational capital of the state by increasing the participation and completion of students, particularly low-income students and those from underserved regions.
   2.1 Increase enrollment by 2,798 students through 2015, particularly in regions and with groups who are underserved.

   2.2 Promote low-income student success and graduation by increasing the financial aid participation rate by 10 percentage points by 2015, increase the total amount of financial aid awarded, and the number of recipients making satisfactory progress.

5. Resources and Stewardship - Acquire, allocate, and manage public and private revenue streams and exercise exemplary stewardship over all of the University’s resources, for a sustainable future. 
   5.3 Develop, maintain, and use appropriate technologies for communication, instruction and academic, student and administrative support services.
5. Discuss how this project will sustain itself after system funding ends. (10pts)

Financial Aid will request for support from Tuition and Fees via Vice Chancellor of Student Services with supporting data.

6. Indicate the way in which the success or failure of the project will be visible through measurable and reportable outcomes. (25pts)

Success of the project will be determined by the increase number of financial aid applications, and number and amount of awards; goal is to increase by 15% over this current year.

7. Describe how this project reduces time to certificate or degree for students. (15pts)

By assisting students with the financial aid application processes, students may focus on succeeding in their courses and not have to work, or work reduced hours, in order to pay their tuition and book costs. Students receiving the Pell grant may also choose to take more credits per term, as the funding level is contingent upon credits enrolled.

8. Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Staff Overtime</td>
<td></td>
</tr>
<tr>
<td>APT Band B ( R )</td>
<td>$801</td>
</tr>
<tr>
<td>APT Band B ( I )</td>
<td>$671</td>
</tr>
<tr>
<td>Clerk III ( A )</td>
<td>$528</td>
</tr>
<tr>
<td>2 - 32G Ipads (with covers, USB connecters, and Apple Care service plan)</td>
<td>$1,600</td>
</tr>
<tr>
<td>Printed Biodegradable Pens from Pomaika‘i Promotions: $.69x 2500</td>
<td>$1,725</td>
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<tr>
<td>Half sheet, glossy printed documents: $4 per half sheet x 1000</td>
<td>$4,000</td>
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<tr>
<td>Total</td>
<td>$9,325</td>
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</tbody>
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___ The campus is committed to sustaining the project in year 4 if evidence of its success is warranted and funding is available.
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Signed:

_________________________________________________  ______________
Chancellor                                                       Date

Signed:

_________________________________________________  ______________
Vice Chancellor of Student Affairs                             Date

Criteria

- Projects receiving between 80-100 points will be supported for funds.*
- Projects receiving 60-79 points will have an opportunity to revise and resubmit.
- Projects receiving below 60 points will not be supported for funds.

*final approval of projects made by VP Morton

8/2/2011