To: Jason Cifra, Vice Chancellor Student Affairs  
Hawaii Community College

From: John Morton, Vice President for Community Colleges

Subject: FY 2015 Innovative Financial Aid Initiatives

The UHCC system is pleased to support the project "Financial Aid," in the amount of $10,000.00. The project will provide quality, timely, and efficient service that benefits students' access to financial aid and manage default rate.

The project funding is subject to the following requirements:
1. Implementation will occur in AY 2014-15.
2. All funds must be expended, not just encumbered, by June 30, 2015.
3. The project final report (in the form attached) must be submitted in electronic form to Gayle Ishii (gaylei@hawaii.edu) with a copy to Suzette Robinson (suzetter@hawaii.edu) not later than September 30, 2015.

The final report should outline results of this project's accomplishments and campus improvements especially as they relate to the UH System Strategic Outcomes and Performance Measures, 2008-2015 dated May 2008:  

Tuition and Fee Special Funds will be transferred to your campus for this project after July 1, 2014.

Based on the information provided in your final report, funds may be re-purposed. The project proposal and report will be published on the UHCC website.

Thank you for your work in developing innovations to increase student success. We look forward to working with you as the project unfolds.

cc: Noreen Yamane, Chancellor  
Peter Quigley, AVPAA  
Jason Cifra, VCSA  
James Yoshida, VCAS  
Susan Horimoto, Fiscal Officer  
Suzette Robinson, Director of Academic Programs  
Gayle Ishii, Academic Support  
Lisa Tsuhako, Budget Specialist

Att: Final report template
Financial Aid Project Proposal Form

2014-2015

College: Hawai‘i Community College

Project Title: Financial Aid

Proposer’s Name and email address: Jason S. Cifra, cifra@hawaii.edu


Budget request: Year 3 (FY 2014): $10,000

Complete the following sections:

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

HawCC Financial Aid Office is committed to the spirit of E ‘Imi Pono (seeking excellence) in providing quality and efficient service that benefits the students, staff, and the HawCC community.

As a result of last year’s data and needs, we plan to continue to work on recurring challenges:

1. Increase number of Pell recipient – specifically targeting new students as well as continuing students by 5% of 2014-15 total or 288 students.
2. Increase number of Native Hawaiian participation by 10% of 2012-13 total or 30 students.
3. Due to increasing loan default, implement an initiative with USA Funds.

Much of the ability to continue providing timely service is due to the availability of funding to assist with overtime and other support. Because of the limited funds available, the request will be directed to staffing and default outreach efforts. The goals are to increase the numbers of students applying for FAFSA and to assist students become familiar with FA policies and procedures, to process, package, and disburse in a timely manner, and contact students who have awards but have not registered.

While has experienced a dropped in FAFSA applications and total number of Pell recipient in 2013 fell by 251 students, the ratio of students who are receiving Pell compared to the rest of the cohort hovers around 60%... Due to FA policies and eligibility requirements such as Satisfactory Academic Progress and PACE and annual review practices, it stands to reason that Pell ineligibility happen after the first academic year and to continuing students. HawCC cannot gauge the impact when eligible students transfer or move to another campus, but this does not seem like a major factor. The increase of students getting a degree or certificate may have had an impact to the drop of Pell receivers but further analysis must be undertaken.
This year, HawCC will continue to utilize a service through one of our FA partners to assist in loan default management that have been steadily increasing. Managing default rates is a critical task that HawCC have not had ample resources to focus on. The support will enable HawCC to move towards these goals and to meet the financial aid targets set by the UHCC Strategic Plan.

**Objective:** Increase the # of Pell Grant Recipients by 10% or 294.

### Number of Federal Pell Grant Recipients

<table>
<thead>
<tr>
<th># of Students</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled Unduplicated Head Count</td>
<td>1112</td>
<td>1213</td>
<td>1314</td>
<td></td>
</tr>
<tr>
<td># of Students (Pell Grant Recipients)</td>
<td>3497</td>
<td>3345</td>
<td>3208</td>
<td>2941</td>
</tr>
</tbody>
</table>

**Objective:** Increase the # of NH Pell recipients by 10% or 34.

<table>
<thead>
<tr>
<th>NH FA Measures</th>
<th>Actual 2012</th>
<th>Actual 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Pell Participation</td>
<td>26.24%</td>
<td>19.32%</td>
</tr>
<tr>
<td># Native Hawaiian Pell Recipients</td>
<td>529</td>
<td>341</td>
</tr>
<tr>
<td># Total Pell Recipients</td>
<td>2016</td>
<td>1765</td>
</tr>
</tbody>
</table>
Objective: Decrease Loan Default Rate.

<table>
<thead>
<tr>
<th>Year</th>
<th>Federal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>25.0%</td>
</tr>
<tr>
<td>2010</td>
<td>29.3%</td>
</tr>
</tbody>
</table>

2. Refer to research that influences or serves as foundation for the project. (10pts)
   As demonstrated by the data above, the increasing number of need and the goals of the system serve as foundation for the project.

3. Refer to the Campus and the System strategic plan section that demonstrates the relevance of this project. (10pts)
The objectives above refer to campus and system strategic goals for Financial Aid including increased application, Pell Grant, and service to Native Hawaiian students. The request for mentors and supplies will give the Financial Aid Office the opportunity to meet the increasing number of applicants while also promoting proactive measures designed to improve service and student readiness. Default Management, while not a specific system goal, has a direct impact on students being able to continue with their education and HawCC being able to offer Title IV benefits.

4. Discuss how this project will sustain itself after system funding ends. (10pts)
   Based on continued growth and data provided, FA will request for support from campus Tuition and Fees via Vice Chancellor of Student Affairs and Chancellor.

5. 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 demonstrated by continued monitoring of the data such as:
   1. Increase in Financial Aid Recipients. (+10% or 294)
   2. Increase in % of Native Hawaiian Pell Participation. (+10% or 34 students)
   3. Decrease and manage loan default rate (Below 20% level)

6. Describe how this project reduces time to certificate or degree for students. (15pts)
   Staffing needs continue to be a woe at HawCC. Additional hours enable the Financial Aid Office to process applications, assist students and families with application issues, and to disburse financial aid on a timely manner. FAO will continue to focus on continuing students and applying for FAFSA early and meeting the Satisfactory Academic Progress and PACE to continue eligibility. In addition, FAO will also focus on students with awards who have not registered.
Lastly, default management is a critical issue that could have a severe impact on HawCC's ability to provide Title IV services and funding to students. By managing default rates now, HawCC can sustain its ability to provide FA to students who greatly need them to be able to participate in higher education.

7. Budget

<table>
<thead>
<tr>
<th>Arra Budget FY 2014 (07/01/2013 - 6/30/2014)</th>
<th>Est. Hours</th>
<th>Pay/Hr</th>
<th>Fringe (.55%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Student Mentor</td>
<td>600.00</td>
<td>$9.50</td>
<td>$313.50</td>
<td>$6,013.50</td>
</tr>
<tr>
<td>2 Default Management Service</td>
<td></td>
<td></td>
<td></td>
<td>$2,000.00</td>
</tr>
<tr>
<td>3 Brochures and Educational Materials</td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total Request</td>
<td></td>
<td></td>
<td></td>
<td>$9,013.50</td>
</tr>
</tbody>
</table>

Signed:

Jason S. Cifra  
Vice-Chancellor for Student Affairs  
Hawai'i Community College

11/05/2013
SCAN AND SUBMIT PROPOSAL WITH REQUIRED SIGNATURES

Certification by Proposer

I certify that I have consulted with and submitted this proposal in a timely manner to the appropriate (A) institutional research office, (B) business office, and (C) human resources office for review of all assessment, budget, and resource commitments. Outcomes have been reviewed and are appropriate for the proposal.
I understand I will have primary responsibility for monitoring any funds awarded and agree to maintain accurate and current records of expenditures consistent with the budget.

Signature: Jason S. Citra  Date: JUN 19 2014
Name: Jason S. Citra
Title: Vice Chancellor for Student Affairs

Confirmation of Support by Vice Chancellor Academic Affairs (VCAA) or Vice Chancellor Student Affairs (VCSA)

I have reviewed and support this proposal.

Signature: Jason S. Citra  Date: JUN 19 2014
PRINT Name: Jason S. Citra
Title: ☑ Vice Chancellor Student Affairs/DOSS (VCSA/DOSS)

Confirmation of Campus Approval by Chancellor

The campus approves the proposal and is committed to advance the amounts, if any, described in the proposal as being funded by the campus and is committed to sustaining the project if evidence of its success is warranted and funding is available.

Signature: Norden Yamanc  Date: JUN 19 2014
Print Name: Norden Yamanc
Title: Chancellor