June 27, 2014

To: Kilohana Miller, Interim Financial Aid Director
   UH Maui 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 Default,” in the amount of $22,599.00. The project will implement proactive default management plan to reduce Cohort Default Rate (CDR).

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.


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.

ec: Clyde Sakamoto, Chancellor UH Maui College
   Peter Quigley, AVPAA
   Catherine Bio, VCSA UH Maui College
   David Tamanaha, VCAS UH Maui College
   Cindy Yamamoto, Fiscal Officer UH Maui College
   Suzette Robinson, Director of Academic Programs
   Gayle Ishii, Academic Support
   Lisa Tsuhako, Budget Specialist

Att: Final report template
# FY 2015 UHCC Project Proposal Form

☐ ATD  ☐ Developmental Education  ☑ Financial Aid  ☐ Part Time Student Initiative  

SCAN AND SUBMIT PROPOSAL WITH REQUIRED SIGNATURES BY: **June 14, 2014**

Date: June 3, 2013  

**REVISION DATE:**

**Project Title:** Financial Aid  

**Budget Request:** $22599  

**College:** University of Hawai‘i Maui College  

**Proposer's Name:** Kilohana Miller  

**Proposer's Email Address:** kilohana@hawaii.edu

## PART 1 PROPOSAL

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Pts</th>
<th>Narrative</th>
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</table>
| **1. Project Summary**  
*Guidelines: Concise description of project, including the following:*  
- Actions to be taken and resources needed  
- Data supporting need for project (no attachments)  
- Explanation of how project reduces time to certificate or degree  
- Prior year's outcomes for continuation projects | | UH Maui College's proposal is to continue tackling our loan default rate through a proactive Debt Management/Default Prevention plan. We also plan to educate students on new federal regulations that limits the amount of subsidized loans students can receive for program and tie that to the UH system goal of graduating on time.  

In AY 12-13, 55% of UHMC students were on some form of financial aid. UHMC paid over $10 million dollars in student loans. Our current draft default rate for FY 2011 is 26.2% According to Borrower Connect, our loan default management database system our expected FY2012 loan default rate is expected to be between 29.12% and 30.16%  

In our previous innovation funds grants we have completed the following goals (data points provided in Section 3) and plan to continue enhancing these activities through data gathered at these events:  
1-Contact students who completely withdraw and provide loan repayment counseling.  
2-Shift to in-person loan exit workshops for graduated students.  
3-Provide in-person loan counseling for target groups based on defaulter profile  
4-Gather qualitative data based on surveys and focus groups.  

Our collected data shows the importance of these events and the importance of having dedicated loan personnel to assist with these activities and students needs. |

| **2. Effectiveness Indicators/Outcomes and Benchmarks**  
*Guidelines: Specific* | | We plan to use the following indicators in measuring our success and effectiveness of our plan.  
- Reduce UHMC cohort default rate by 2018 to be in line with national |
### Explanation of how project's effectiveness will be assessed, including the following:
- Effectiveness indicators/outcomes
- Benchmarks (numeric and percentage)

| 3. Background Research Guidelines: Concise explanation of background research (with citation information) for project | 13-14 collected data:  
- 32 graduating students received in-person loan exit counseling.  
- 28 students who were below financial aid academic requirements (target group) received in person loan counseling.  
- 12 students who completely withdrew had in-person loan counseling.  
Of those students that met with loan counselor the following averaged data was collected (On a scale of 1 to 5 where 5 is completely agree and 1 is completely disagree):  
- Express how important a dedicated Loan Counselor is needed? 4.7  
- Are you more likely to contact your loan servicer on your own? 4.56  
- Do you know how much loans you owe? 4.89  
- Do you how to start repayment on your loans? 4.7 |

### 4. Relationship to Campus & UHCC Strategic Plans Guidelines: Discussion of project's relationship to campus & UHCC strategic plans, including the following:
- Specific references to and copies of applicable sections of plans  
- Brief explanation of relationship between project and referenced sections  

| 4. Relationship to Campus & UHCC Strategic Plans Guidelines: Discussion of project's relationship to campus & UHCC strategic plans, including the following:  
- Specific references to and copies of applicable sections of plans  
- Brief explanation of relationship between project and referenced sections | Our goal of educating students to graduate on time will, put them in less debt and keep their loans from becoming unsubsidized which will help them with more affordable payments which will then translate into a lower default rate. We believe addressing these issues will stress and reinforce the UH system priority of graduating on time. As we target students that are withdrawing and not meeting academic criteria we also believe this will help with retention. |

### 5. Scalability Guidelines: Discussion of project's scalability (on campus and/or to other campuses)

| 5. Scalability Guidelines: Discussion of project's scalability (on campus and/or to other campuses) | Any strategies that show success and how they were implemented will be available to any campus that requests them. They will also be brought up at system financial aid meetings. |

### 6. Sustainability Guidelines: Discussion of project's sustainability (after UHCC project funding ends)

| 6. Sustainability Guidelines: Discussion of project's sustainability (after UHCC project funding ends) | The goal of our office is create a Default Management/Loan Counselor position to implement, carry out and modify current default strategies to assist UHMC. Through continued data collection and need assessment we continue to show the immediate need and request for a permanent position through program reviews. |

| TOTAL |  |
**PART 2: BUDGET**

*Instructions:* Complete the following, inserting and/or deleting rows as needed.

*General guidelines:* Funds may be used for faculty and staff assigned time; for pilot projects; for consultants; for financial aid audits; for related equipment, software, or curriculum materials; or similar one-time expenses. Funds may not be used to hire new full-time faculty or staff.

For projects involving more than one campus, budget must include a breakdown of costs by campus in addition to a total project budget. Single requests over $2,500 require Superquote.

The relationship between the requested expenditures and the project’s effectiveness indicators/outcomes and benchmarks **must be addressed specifically** in the project proposal.

Any change of more than ten percent (10%) of any cost item or $500 (whichever is less) in an approved budget will require the proposer to email a request for the change, prior to expenditure of funds, to the committee chair and Suzette Robinson with the following: (1) reason for the change (including the relationship between the requested change and the project’s effectiveness indicators/outcomes and benchmarks); and (2) original and proposed revised budget. Committee will support, or not, the budget change request.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BUDGET</th>
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<tbody>
<tr>
<td><strong>A</strong> PERSONNEL (Personnel costs include, but are not limited to, faculty or staff overload, student assistants, casual hires, and/or lecturer replacement. Unlike federal regulations, these funds do not require that the person doing the work be paid from this funding source. Personnel fill requests are required to be in the form of a lecturer B step.) Confirm the applicability of inclusion of fringe benefits costs and the amount of such costs with your human resources or business office. Indicate fringe benefit percentage and cost, if any, as a separate line item.</td>
<td></td>
</tr>
<tr>
<td>A1 Summer Student Help Projection: 2 student assistants x 12 weeks x 40 hours x $11 h/pay</td>
<td>10560</td>
</tr>
<tr>
<td>Fall/Spring Student Help Projection: 1 student assistant x 40 weeks x 20 hours x $11 h/pay</td>
<td>8800</td>
</tr>
<tr>
<td>A2 Overtime Full Time Staff: 1 FA staff x 5 hrs/month x 12 mnths x 37.30 OT pay (24.87 x 1.5)</td>
<td>2239</td>
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<tr>
<td><strong>TOTAL PERSONNEL</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **B** SUPPLIES (Supplies include, but are not limited to, office supplies, travel, conference fees, mileage, and computers.) | |
| B1 | |
| B2 | |
| **TOTAL SUPPLIES** | 1000 |

| **C** EQUIPMENT (Equipment is defined as any one item costing $5,000 or more.) | |
| C1 | |
| C2 | |
| **TOTAL EQUIPMENT** | |

**TOTAL BUDGET REQUEST** $22599

**PART 3 SIGNATURE PAGE**
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: [Signature]
Name: Kilohana Miller
Title: Interim Financial Aid Director
Date: 6/3/14

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

I have reviewed and support this proposal.

Signature: [Signature]
Date: 6/9/14
PRINT Name: Casey Bio
Title: □ Vice Chancellor Academic Affairs (VCAA) OR
☑ 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: [Signature]
Date: 6/16/14
Print Name: Clyde Sakamoto
Title: Chancellor